# NSLDS
## NATIONAL STUDENT LOAN DATA SYSTEM



# ENROLLMENT
# REPORTING GUIDE

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# Chapter 1. Introduction

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for federal student aid disbursed under Title IV of the Higher Education Act of 1965 (HEA), as amended.  Among other things, NSLDS monitors the programs of attendance and the enrollment status of Title IV aid recipients.  This guide provides you with the requirements and guidance for reporting enrollment details using the NSLDS Enrollment Reporting process.

## 1.1   Why Report?

Enrollment Reporting is required for all schools participating in Title IV aid.  The details of the specific regulations including the Department's guidance can be found later in this guide.

The collection of enrollment data is essential to the Department for many reasons:

- It protects the rights of borrowers by ensuring that loan interest subsidies are based on accurate enrollment data.

- It ensures loan repayment dates are accurately based on the last date of attendance.

- It allows in-school deferments to be automatically granted using NSLDS enrollment data.

- It provides vast amounts of critical data about the effectiveness of Title IV aid programs, including completion data.

See Chapter 2 for more information about why you must report to NSLDS.

## 1.2   Who to Report?

All undergraduate and graduate Title IV aid recipients enrolled at your school must be included in the NSLDS Enrollment Reporting process, including students who have received Title IV aid at a school other than yours. Enrollment Reporting is required for:

- Students who have a loan made under the Federal Family Education Loan (FFEL) Program or William D. Ford Federal Direct Loan (Direct Loan) Program.

- Students who have Federal Perkins Loans.

- Students who have received Federal Pell Grants, Academic Competitiveness Grants (ACG) or Science and Math Access to Retain Talent (SMART) Grants.

- Students on whose behalf a parent borrowed a Parent PLUS loans.

See Chapter 3 for more information about who to report to NSLDS.

## 1.3   What to Report?

Schools are required to report details about:

- The Student – Name, Social Security number, address, email address, and phone number.

- The Campus-Level Enrollment for the student – data related to the student's enrollment status at your campus.

- The Program(s) of Attendance for the student – Classification of Instructional Programs (CIP) code, Program Credential Level, and other data about the program.

This guide includes examples to help you fully understand NSLDS Enrollment Reporting requirements.

See Chapter 4 for more information about what you must report to NSLDS.

## 1.4   Ways to Report

Schools have several options available to them to report enrollment information to the Department.  These include using the [National Student Loan Data System Professional Access](#) (NSLDSFAP) web pages, submitting a spreadsheet through NSLDSFAP, and submitting via batch file. All reporting requirements are the same no matter what reporting method is chosen.

See Chapter 5 for more information on ways to report enrollment data.

## 1.5   When to Report?

At a minimum, schools are required to certify enrollment for all Title IV aid recipients every 60 days. Timely reporting of changes ensures the accuracy of student information.

See Chapter 6 for more information about when to report to NSLDS.

## 1.6   How to Report?

Managing the NSLDS Enrollment Reporting process requires both batch and online enrollment update access. The batch process uses the Student Aid Internet Gateway

(SAIG) to transmit enrollment files electronically. The online capability provides access to the [National Student Loan Data System Professional Access](#) (NSLDSFAP) website.

See Chapter 7 for more information about how to report to NSLDS.

# Chapter 2. Why Report?

Federal regulations and related guidance governing Title IV student aid programs require schools to report enrollment of students who receive federal student aid. Accurate and timely completion of Enrollment Reporting satisfies these requirements for schools. This chapter discusses the reasons why schools must provide the Department with information about the student's campus and enrollment.

## 2.1   Federal Regulations

The HEA charges the Department with the creation and maintenance of the National Student Loan Data System (NSLDS).

The Department has implemented NSLDS Enrollment Reporting requirements through specific regulations in the Direct Loan, FFEL, and Perkins Loan Programs at 34 CFR 685.309(b), 682.610(c), and 674.33(g), respectively.

Generally, these regulations require that schools report information requested by the Department in a timeframe specified by the Department.

## 2.2   Additional Guidance

Guidance regarding Enrollment Reporting for schools participating in Title IV programs:

- Dear Colleague Letter (DCL) GEN-12-06
- DCL GEN-13-09
- DCL GEN-14-07
- Electronic Announcement (EA) February 24, 2014

The Department published Dear Colleague Letter (DCL) GEN-14-07 on April 14, 2014. This DCL reminds schools that they must adhere to all current NSLDS Enrollment Reporting requirements, and to be prepared to modify their systems for future changes to the requirements.  It notifies schools of the Department's responsibility to submit ongoing reports to Congress on the enrollment and graduation rates of Federal Pell Grant recipients using enrollment data reported by schools.  It further reminds schools that use of a third-party enrollment servicer does not relieve the school of its responsibility to adhere to all NSLDS Enrollment Reporting requirements.

The Department published Dear Colleague Letter (DCL) GEN-12-06 on March 30, 2012. This DCL reminds schools of their Enrollment Reporting responsibilities and references enhancements to NSLDS that serve to improve the accuracy and timeliness of

enrollment data. The letter reminds schools to:

- Recertify enrollment status of all students on the enrollment roster even if there is no change in the enrollment status.

- Provide completion/graduation data accurately and in a timely fashion when students complete their academic program.

- Add transfer students who have received Title IV aid elsewhere to their enrollment roster even if the students are not receiving aid at your school.

- Accurately report students reported enrolled on a less than half-time basis (enrollment status code of "L") to indicate any change from that status or recertify if that status continues.

- Provide an Anticipated Completion Date (ACD) for all students reported as enrolled, including students who are enrolled less than half-time.

## 2.3   150% Direct Subsidized Loan Limit

On January 17, 2014, the Department published Final Regulations ([79 FR 3108](#)) for the 150% Direct Subsidized Loan Limit, which modified the [interim final regulations](#), published May 16, 2013.  These regulations implemented the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141). MAP-21 added a new provision to the Direct Loan statutory requirements that limits a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower's educational program ("the 150% limit"). Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150% limit to lose interest subsidy on their existing Direct Subsidized Loans.

Schools and NSLDS have a key role in implementing these regulations.

- Enrollment Reporting will be used to determine if borrowers have:

  – Graduated before exceeding the 150% limit, qualifying for protection of their interest subsidies, or

  – Exceeded the 150% limit, losing eligibility for interest subsidies.

- If a school reports a change to a student's enrollment, NSLDS will use newly certified enrollment data to recalculate a student's 150% limit and determine if loss or protection of subsidy should occur.

## 2.3.1 **Program-Level Reporting**

In the past, schools were only required to report a student's enrollment at the campus-level.  This information was used for, among other things, the determination of when a student's grace period would begin or when an in-school deferment would end.  Now, because loss and protection of interest subsidy under the 150% limit is based on the borrower's enrollment in a *program*, schools are required to report all Title IV aid recipients' enrollment at the program-level in addition to the campus-level.

See Chapter 4 for more information about reporting program-level information to NSLDS.

## 2.3.2 **Loss of Subsidy**

Only certified enrollment data is used to determine whether a borrower will retain or lose interest subsidy under the 150% limit.  NSLDS will perform this analysis by calculating a borrower's maximum and remaining eligibility period based on the program-level information that schools report to NSLDS and the subsidized usage period data calculated by the Common Origination and Disbursement (COD) System.  If the borrower's remaining eligibility period is zero or less and certain other criteria are met, the student will lose interest subsidy on all outstanding Direct Subsidized Loans that have not had their interest subsidy protected based on the borrower's prior, timely completion of a program.

NSLDS uses the following certified enrollment data to determine if a borrower has lost subsidy:

- Program Enrollment Status
- Credential Level
- Classification of Instructional Programs (CIP) Code
- Published Program Length and Measurement
- Weeks in Title IV Academic Year
- Program Begin Date
- Special Program Indicator

## 2.3.3 **Protection of Subsidy**

If a student who is subject to the 150% limit regulations completes a program before losing interest subsidy (exceeding the 150% limit), the reporting of the graduation will

protect the interest subsidy on any outstanding Direct Subsidized Loan(s) that have not lost interest subsidy because of the 150% limit.

> Failure to report completion of a program with an enrollment status of Graduated ("G") can jeopardize a student's interest subsidy.

## 2.4   The Importance of Accurate, Timely, and Complete Enrollment Data

The accurate administration of the Title IV aid programs depends heavily on the accuracy of the enrollment information reported by schools. Schools must review, update, and verify student enrollment statuses, program information, and effective dates that appear on the Enrollment Reporting roster file or on the Enrollment Maintenance page of the NSLDS Professional Access (NSLDSFAP) website. Schools must also correct any returned errors that are identified by NSLDS within 10 business days.

Only certified enrollment data can be used for evaluation of subsidy loss with regard to the 150% loan limit.  Therefore, if a school fails to update or verify a student's enrollment in a program of study, this program will no longer be counted towards the student's maximum eligibility period. In certain circumstances, this failure to report can cause a student to become responsible for paying accruing interest.

> Schools are required to fully and accurately respond to the Enrollment Reporting roster files within **15 days.**  Rosters will be sent to schools no less frequently than every 60 days.

# Chapter 3. Who to Report?

This chapter discusses who is required to report enrollment information to NSLDS and which students and types of programs should be reported.

## 3.1  Which Schools Should Report Enrollment Information?

Under provisions of the HEA, the Department's regulations, and related guidance, all schools participating in Title IV programs are required to report enrollment information about students who have received federal student aid, either from your school or from another school.

> Schools which do not directly participate in Title IV programs, but which are eligible for students to receive In-School Deferments on previous Title IV loans, should also report enrollment information to NSLDS. This is important as it ensures that students receive their entitled deferment benefits.

## 3.2  Types of Title IV Aid Recipients to be Reported

Schools should report enrollment information for students who have received or benefited from any of the following types of Title IV Aid, at your school or at a previously attended school:

- Perkins Loan Programs
    - Perkins Loans
    - National Direct Student Loans
    - National Defense Student Loans
- Direct Loan Program
    - Federal Direct Consolidation Loans
    - Federal Direct PLUS Consolidation Loans
    - Federal Direct PLUS Loans for Parents
    - Federal Direct PLUS Loans for Graduate and Professional Students
    - Federal Direct Subsidized Stafford Loans

- Federal Direct Unsubsidized Stafford Loans
- Federal Direct Unsubsidized Teacher Education Assistance for College and Higher Education (TEACH) Loans

- FFEL Program

  - Federal Consolidation Loans
  - Federal PLUS Loans for Parents
  - Federal PLUS Loans for Graduate and Professional Students
  - Federal Subsidized Stafford Loans
  - Federal Supplemental Loans for Students (SLS)
  - Federal Unsubsidized Stafford Loans
  - Refinanced Loans

- Federal Grant Programs

  - Academic Competitiveness Grants (ACG)
  - National Science and Mathematics Access to Retain Talent (SMART) Grants
  - Pell Grants
  - Teacher Education Assistance for College and Higher Education (TEACH) Grants

- Federally Insured Student Loans (FISL)

> NSLDS generates a list of students about whose enrollment you must report. This is called an **Enrollment Reporting Roster**.

## 3.3  Schools Who Use an Enrollment Reporting Servicer

As with any school/servicer arrangement for the administration of Title IV programs, if the school uses an Enrollment Reporting Servicer, ***the school still has the primary responsibility*** for submitting timely, accurate, and complete responses to Enrollment Reporting roster files, and for reporting any changes in student enrollment status in a timely manner. Schools must also make sure they maintain proper documentation in accordance with [34 CFR 682.610(c)](#) and [34 CFR 685.300(b)](#).

Schools must understand that their reporting of data to their servicers may differ from what the servicer reports to NSLDS in response to rosters on behalf of the school. You can see your roster schedule on the Enrollment Reporting Profile page of the NSLDSFAP website. NSLDS will send the roster to the designated servicer; however, if the response is not received in a timely manner, NSLDS will notify the school rather than the servicer. Refer to Chapter 6 for more information on the Late Enrollment Reporting Roster Notification process.

In accordance with 34 CFR 668.25, schools must report their Enrollment Reporting Servicer on the Application for Approval to Participate in the Federal Student Financial Aid Programs (E-App).

In addition to reporting the servicer relationship on the E-App, you may designate the Servicer's SAIG mailbox to receive the Enrollment Reporting rosters from NSLDS. This may be done when you sign up for SAIG or at any time thereafter, through FSAWebEnroll.ed.gov. The Enrollment Reporting process, when using a servicer, proceeds as follows:

1. NSLDS sends your school's Enrollment Reporting roster file to the servicer.

2. The servicer matches the Enrollment Reporting roster file to enrollment data that you provide to the servicer.

3. The servicer returns the updated Enrollment Reporting roster file (now the Submittal File) to NSLDS.

4. NSLDS processes the file and returns the Error/Acknowledgment File to the servicer. The servicer may need to contact you to correct any errors.

5. The servicer corrects the errors and returns the Error Correction File to NSLDS.

Even though a school may use an Enrollment Reporting Servicer, it is important that a member of the school has an FSA User ID with online enrollment update capabilities. This allows the school to make immediate enrollment updates to the NSLDSFAP website to ensure timely:

- Conversion to repayment without loss of the grace period.

- Documentation of enrollment for the granting of in-school status or deferments.

- Reporting of students that have transferred in to the school, when the school is made aware of the student's prior Title IV aid.

- Reporting of enrollment should the servicer relationship change.

Timely reporting of enrollment status ensures proper administration of the Title IV student aid programs.

## 3.4   Listing an Enrollment Reporting Contact

Each school is required to have at least an Enrollment Reporting contact and a primary contact on the NSLDSFAP website for important communications from NSLDS. To update the Enrollment Reporting contact and the primary contact of an organization, log on to the NSLDSFAP website and access the Org tab.

# Chapter 4. What to Report?

This chapter describes what enrollment information should be reported to NSLDS, defines the data elements, and describes how the information is organized and submitted to NSLDS.

## 4.1   Location/Campus

Enrollment is reported for a specific location; that is, the eight-digit Office of Postsecondary Education Identification (OPEID) number.

Most students are enrolled in coursework at only one location. However, for students who are enrolled at multiple locations of the school, the school must determine which location is the student's "primary location" and report that location to NSLDS. A student's "primary location" is the location where the student is taking more coursework than at any other location. For example, if a student is enrolled in four semester hours at the school's downtown location, and two semester hours at the school's western location, the school must report the student's primary location as the downtown location. If a school cannot determine which location is a student's primary location, because the student is taking the same number of credits at each location, then the school may choose a primary location to report for the student from the locations at which the student is enrolled.

If a student changes locations or campuses within the school (to a location or campus with a different eight-digit OPEID number), you can use the NSLDS enrollment roster, or the NSLDS website to "Move" the student to the new location, as long as both locations share the same enrollment administrator. If administrative functions are not shared between the locations, the enrollment administrator of the previous location must withdraw the student from the previous location and the enrollment administrator at the new location must add the student to that location's roster.

See Chapters 5 and 7 for more information on Enrollment Administration.

> Students should be reported on the roster of the location where they are attending classes; NOT the location from which the aid was disbursed.

## 4.2  Programs

Schools need to report enrollment information for all programs in which a student is enrolled, regardless of whether the program is an "eligible program" for Title IV aid purposes.  It is possible for a student to be in more than one program at the same time, and if that is the case, each program must be reported separately.  Whenever a student completes a program, withdraws from a program, or changes programs, the school must appropriately update or add the enrollment status for each program when it next reports the student's enrollment to NSLDS. It is also possible that the student is not actually enrolled in *any* program at your school, such as a student enrolled in a single course for continuing education.  If this is the case, then you will not be required to report program-level enrollment for the student.  However, students who are enrolled with "undeclared majors" must still have program-level enrollment reported.

### 4.2.1 CIP Code

The Classification of Instructional Programs (CIP) is a set of codes that define fields of study. CIP Codes are maintained by the Department's National Center for Education Statistics (NCES), were most recently updated in 2010, and are usually updated every 10 years. A listing of current CIP codes is available at: http://nces.ed.gov/ipeds/cip2010. Schools must report using 2010 CIP codes, as NSLDS will reject anything but the 2010 CIP Codes.

### 4.2.2 Unique Program

For purposes of enrollment reporting, a unique program is defined as a combination of the school's eight-digit OPEID number, the CIP code, and the credential level. In cases where a student has declared both a major field of study and a minor field of study, only the CIP code associated with the major field of study is reported.  Whenever a student changes majors, the school should report the student as withdrawn from the previous program and enrolled in the new program on the next enrollment submission.

> ### Unique Program = OPEID, CIP Code, and Credential Level

## 4.3   What Information Needs to be Reported?

As noted previously, there are two categories of enrollment information: "campus-level" and "program-level", both of which need to be reported, and both of which have separate record types.  The main information types are listed below, at a high level.

This data, related data elements and formatting requirements are described in greater detail in the Appendixes.  Not all data elements in the various record types are listed or discussed below.

## 4.3.1 **Campus-Level Enrollment Data**

These are the main data elements found in the Campus-Level record:

- Student SSN
- Student Name
- Student Date of Birth
- Student Address
- Student Phone Number
- OPEID Number
- Move To OPEID
- Certification Date
- Enrollment Status
- Enrollment Effective Date
- Anticipated Completion Date
- Term Begin and Term End Date

## 4.3.2 **Program-Level Enrollment Data**

These are the main data elements found in the Program-Level record:

- Student SSN
- OPEID
- CIP Code
- Credential Level (Now at Program-Level)
- Published Program Length

- Published Program Length Measurement

- Weeks in Title IV Academic Year

- Program Begin Date

- Special Program Indicator

- Program Enrollment Status

- Program Enrollment Effective Date

### 4.3.3 **Email Address**

In addition, schools now have the option to report the student's Email Address, as a separate, optional record type, which can be used by the Department for future communications with the student**.**

## 4.3.4 **Which Students will be on the Roster?**

Students are placed on a school's roster based on the student/school relationship in NSLDS. A student can appear on the roster due any of the following reasons:

- The Common Origination and Disbursement (COD) system reported your school as the enrollment location for a student as of the time of disbursement.

- Federal Loan Servicers, Guaranty Agencies (GAs), or Perkins Schools reported your school for a student.

- Your school previously certified enrollment data for a student.

- A student reported enrollment on the NSLDS Student Access website.

- An online user used the "Enrollment Push to Roster" function on the [NSLDSFAP](#) website.

Schools will receive an NSLDS generated roster based on a school selected reporting schedule and will reply to the Department by updating the roster.

More information regarding reporting schedules can be found in Section 6.1.1.

## 4.4  **How to Report Specific Fields**

### 4.4.1 **Program Indicator (Campus Level Record)**

Students enrolled in a program of study must have program-level enrollment reported

about them. This includes students enrolled in programs that are not "eligible programs" for the purposes of Title IV aid or for which Title IV aid is not offered, students enrolled in graduate and professional programs, and students who are enrolled in programs but in an "undecided status".  Students enrolled at "deferment-only" schools do not have to have program-level enrollment information reported about them.

The Program Indicator, under the Campus-Level record type indicates whether a student is enrolled in at least one program.  If this field is populated with a "Y" or "Space" the school is required to report the student's program-level enrollment data in record type '002' and NSLDS will reject other records for the student if it does not receive a program-level enrollment record about the student. If this field is populated with an "N" the school is not required to report the program-level enrollment data in Record Type '002'.

## 4.4.2 **Withdrawal versus Graduation and Effective Dates (Campus- and Program-Level Records)**

The implementation of the 150% subsidized loan limit makes the reporting of a Withdrawn 'W' or Graduated 'G' status even more critical. The completion of a program protects the student's interest subsidy.  A withdrawal indicates that the program was not completed or that the student is not currently taking coursework in the program.

> Reporting of graduated statuses is critical to the protection of a student's interest subsidy and initiation of repayment periods.

The effective date for a withdraw ('W' status) is the last date the student attended any classes or otherwise was engaged in an academically related activity at the school or in the program.  The effective date for the completion/graduation ('G' status) is the date that the school assigns to the completion/graduation and can be either the same as the effective date of a previously reported 'W' or some time after that date. Some schools may wait to assess a student's completion of program requirements and, therefore, report a 'W' when the student is no longer attending classes followed by a 'G' when completion is confirmed with whatever effective date the school gives the graduation status.

It is important to note that, for a student who has graduated, schools who initially report a withdraw must subsequently report the student as having graduated by certifying a 'G' status at the campus-level and/or program-level as appropriate.  This is true even if the

student or the student's applicable program no longer appears on the school's enrollment reporting roster because the school has certified the 'W' status twice. In this case the school must add the student and/or program back to the roster to report the 'G'. The graduated status may protect the interest subsidy on the student's current loans.

Additionally, reporting the 'W' as soon as it occurs ensures the timely movement of loans into repayment. Take advantage of school procedures for students going through a withdrawal process to report the 'W' as soon as possible. This may mean giving enrollment online update capability to personnel at the school who can do an immediate update.

## 4.4.3 **Reporting Graduation and Anticipated Completion Dates**

A school must correctly report students who have completed a program with a 'G' for "Graduated" status rather than a 'W' for "Withdrawn". Further, an accurate anticipated completion date aids in correct servicing of a student's loans, avoiding unnecessary early conversion to repayment or too late conversion, causing technical defaults.

In addition, the timely reporting of 'G' for Enrollment Status is critical for the 150% Direct Subsidized Loan limit, as a student's loans are protected from loss of interest subsidy if the student graduates from a program before exceeding the 150% limit.

Because schools will report enrollment status, including 'W' and 'G' at both the campus-level and program-level, it is important to understand when each status is appropriate at each level. At the campus-level, a student should only be reported as withdrawn or graduated if the student has either withdrawn or graduated *from the school entirely*. At the program-level, a student should only be reported as withdrawn or graduated if the student has withdrawn or not currently taking courses that count toward the program (in which case a 'W' is appropriate) or graduated *from the program about which the school is reporting* (in which case a 'G' is appropriate). As a result, it is possible, for a student in multiple programs to be reported as withdrawn at the campus-level, and graduated at the program-level if the school has determined that the student has graduated from one program, but is pending a final determination of whether the student has actually graduated from another program.

## 4.4.4 **Continuous Enrollment (Campus- and Program-Level Record)**

Students are considered to be in-school and continuously enrolled during academic year holiday and vacation periods, as well as during the summer between academic

years (even if not enrolled in a summer session) as long as there is reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as "Withdrawn" at the end of the spring term if they are expected to re-enroll for the fall term. If they do not return as expected, the status must be changed to "Withdrawn" within 30 days of that determination, or within 30 days of the start of the new term, whichever occurs first, with an effective date of the last date of attendance. Failure to accurate change such a student's program-level enrollment status to 'W' in a timely fashion could cause a student to lose interest subsidy on the 150% limit when he or she should not.

## 4.4.5 **Published Program Length and Associated Fields (Program-Level Record)**

Published Program Length, Published Program Length Measurement, and Weeks in Title IV Academic Year, are new fields that are located in the program-level detail record. Together, these three fields will be used to calculate a student's maximum and remaining eligibility periods under the 150% limit.

If your school publishes a program length in weeks, months, or years, including as part of its Gainful Employment disclosures, then it should report that length to NSLDS. However, not all schools are required to publish a length in this fashion. If your school does not publish a program length in years, months, or weeks, it should report, for published program length, a program length that corresponds to "normal time", as defined under [34 CFR 668.41](a). More information about defining program length is available in the [150% FAQs](.

There are two exceptions as to how Published Program Length should be reported, which are discussed in Section 4.4.7.

Schools are free to choose whether to report their program lengths in years, months, or weeks; however, schools should report the same program length and unit of measure for all students in the program, and should report one program length and unit per student per program.

Lastly, schools must report the weeks of instructional time in their Title IV academic year, but only if they report a program length that is measured in months or weeks. This is one of the components of the school's academic year, as defined in [34 CFR 668.3](.

## 4.4.6 **Credential Level (Program-Level Record)**

For most programs, the credential level associated with the program is obvious from the nature of the program itself. However, special consideration should be paid to credential

level '99', which is for eligible coursework that does not lead to a credential that is conferred by the school. In the description of credential level '99', preparatory coursework and teacher certification programs are specifically mentioned; however this is to not say that this is the only type of coursework for which a credential level of '99' is appropriate. For example, certain types of coursework at community colleges that are designed to lead to a student transferring into a bachelor's degree program, but that do not lead to an associate degree or other credential are, firstly eligible programs for Title IV aid purposes[1], and secondly, should be reported with a credential level of '99' and a program length and CIP Code that corresponds to the length and nature of the program.

## 4.4.7 Special Program Indicator (Program-Level Record)

The Special Program Indicator is a field in the program-level record that schools should use to flag programs that have special treatment under the 150% limit regulations.

For selective admission associate degree programs and, as defined in 34 CFR 685.200(f)(9), schools should report:

- A published program length of 4 years, even if the length of the program is shorter than 4 years

- A Special Program Indicator value of 'A'

- A credential level of '02', which corresponds to "Associate Degree"

Similarly, for bachelor's degree completion programs, as defined in 34 CFR 685.200(f)(9), schools should report:

- A published program length of 4 years, even if the length of the program is shorter than 4 years

- A Special Program Indicator value of 'B'

- A credential level of '03', which corresponds to "Bachelor's Degree"

For preparatory coursework that is required for entrance into an undergraduate program, schools must report:

- The program length and CIP code that corresponds to the undergraduate program that the student is taking the preparatory coursework to enter

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[1] See 34 CFR 668.8(c)(2)

- A credential level of '99'

- A Special Program Indicator of 'U'

Similarly, for preparatory coursework that is required for entrance into a graduate or professional program, schools must report:

- CIP Code for the graduate program the student is taking the coursework to enter

- Program length and measurement for the graduate program the student is taking the coursework to enter

- If the program length is in weeks or months, the length in weeks of the reporting school's own Title IV academic year

- OPEID of the current location where the prep coursework is being taken

- Program begin date, Enrollment status and enrollment effective date for the current coursework at the reporting school

- A credential level of '99'

- A Special Program Indicator of 'P'

For teacher certification programs that do not lead to a credential that is conferred by the school, but that is required before the student can teach elementary and secondary school, schools must report:

- The program length and CIP Code that corresponds to the program itself

- A credential level of '99'

- A Special Program Indicator of 'T'

## 4.4.8 **Enrollment Statuses (Campus- and Program-Level Record)**

It is important that the school report the applicable enrollment status and the effective date of the status of all borrowers attending its school. The enrollment status values are:

- 'F' (full-time)

- 'Q' (three-quarter-time)

- 'H' (half-time)

- 'L' (less than half-time)

- 'A' (leave of absence)

- 'G' (graduated)

- 'W' (withdrawn)

- 'D' (deceased)

- 'X' (never attended)

- 'Z' (record not found)

A campus-level enrollment status should be determined by summing the credit or clock hours in which the student is enrolled at the school. For students enrolled only at one location, this is a straightforward process. However, it is more complicated for students who are enrolled at more than one location of the school. Even though schools must select a primary location for students who are enrolled at more than one location, the enrollment status that is reported by a school for a location must include all coursework being taken by the student at all of the school's locations. Take the example student from Section 4.1.1, who is enrolled in four semester hours at the downtown location and two semester hours at western location. Even though the school will report the student's primary location as being the downtown location, when determining the student's enrollment status, the school will not only include the student's coursework at the downtown location, but also the coursework at the western location.

After determining the number of credit or clock hours in which the student is enrolled, the school should compare that number to the school's definition of full-time, three-quarter-time, half-time, etc., that it defined according to the definitions in [34 CFR 668.2](). In the example, the result is that the student will be reported as being enrolled half-time, instead of less than half-time.[2]

A program-level enrollment status should be determined by summing the credit or clock hours in which the student is enrolled and that count toward the program about which the school is reporting. After determining the number of credit or clock hours in which the student is enrolled, the school should compare that number to the school's definition of full-time, three-quarter-time, half-time, etc., that it defined according to the definitions in [34 CFR 668.2]().

For both campus-level and program-level enrollment reporting, the credit and clock hours that may be included in the student's enrollment status include *all* courses that the student is taking, regardless of whether such courses could be included in the determination of the student's eligibility for aid.

---

[2] Assuming the school defines full-time as 12 semester hours.

Because coursework can count toward multiple programs and because of how the various enrollment statuses are defined, it will sometimes be the case that the enrollment statuses at the program-level will be different than the enrollment statuses as the campus-level.

> If a student has a reported enrollment status of 'G', 'W', 'X', 'Z', or 'D', he or she will remain on the Enrollment Reporting roster until two consecutive certifications of the same enrollment status is reported.

Sometimes, students request to change programs in the middle of a term or other payment period. Even if a school makes such a request immediately effective, and considers the student to have changed programs in the middle of a payment period, the school must report an effective date of this change to NSLDS as coinciding with the start of the next payment period after the change. The school would report a 'W' from the prior program and the active enrollment of the student in the new program with that same effective date. This reporting requirement does not change what effective date the school itself uses for changes of programs; it only applies to what the school reports to NSLDS.

## 4.4.9 **Reporting Information to the COD System and NSLDS**

Schools must understand that, although they will be reporting almost the same program-level information to both the COD System and NSLDS, that there are several reasons that the information that a school reports to COD will not be the same as the information that a schools reports to NSLDS.

First, the information is reported "as of" different points in time. For COD, schools do not report on an ongoing basis. Instead, they report snapshots of program-level information that is correct as of the time that they have made a disbursement (either initial disbursement or a subsequent disbursement). For NSLDS, schools report on an ongoing basis regardless of whether the student is currently receiving Title IV aid, and is a snapshot of the student's program-level information that is current as of the Certification Date associated with the enrollment reporting.

Second, COD only allows schools to report one program of study per student per loan, which must be the longest eligible program in which the student is enrolled; however, NSLDS supports and requires that schools report all programs of study in which a student is enrolled.

Third, while the enrollment status that a school reports to COD will include all coursework on which the student's eligibility for the loan is based, the enrollment status that a school reports to NSLDS is the student's overall enrollment status, and may therefore include courses for which the student cannot receive financial aid.

Because there are many legitimate reasons that the information that a school reports to COD and NSLDS could be different, NSLDS will not compare the program-level enrollment information that a school reports to NSLDS to the information that it reported to COD. Similarly, NSLDS will not compare the program-level enrollment information that a school reports to NSLDS to program-level information that a school reported to the Postsecondary Education Participants System (PEPS).

# Chapter 5. Ways to Report

This chapter discusses the options available for schools to report enrollment information to the Department.  All reporting requirements are the same no matter what reporting method you choose. However, be aware that batch reporting users are also required to have online enrollment reporting access. Data elements and file layouts for both reporting methods are described in detail in the Appendixes.

## 5.1   Enrollment Reporting Online

A fast and easy way to report Enrollment information is by using the [National Student Loan Data System Professional Access](#) (NSLDSFAP) website.  Many schools use this method for all of their reporting.

### 5.1.1 Enrollment Update

The Enrollment Update Web page allows for the retrieval of individual students records. This page also allows for the retrieval and updating of the entire roster, should you choose to do so. This page is under the Enroll tab on the [NSLDSFAP](#) website.

These pages are discussed in detail Section 7.8.

### 5.1.2 Enrollment Maintenance

The Enrollment Maintenance Web page is used to provide real-time updates to NSLDS enrollment data and to add students to a school's roster.  The Enrollment Maintenance page is reached from the Enrollment Summary and the Enrollment Update pages under the Enroll tab on the [NSLDSFAP](#) website.

> Note: Using the current batch process for a student, program changes that were submitted online will be marked as "X" and removed from the roster.

These pages are discussed in detail Section 7.8.

### 5.1.3 Enrollment Spreadsheet Submittal

The Enrollment Spreadsheet Submittal process allows schools to report data to NSLDS by uploading a spreadsheet directly on the [NSLDSFAP](#) website.  This spreadsheet will use the record types and formats as described in the Appendices.  Each record type will be a separate row in the spreadsheet.

To facilitate this process, schools may request their enrollment roster to be sent to them in a Comma Separated Values (CSV) file type. This file can be imported into a school's spreadsheet application. The spreadsheet can be updated to provide current enrollment information and certification for each student, and the spreadsheet can then be uploaded to the NSLDSFAP website. It will be edited in real-time and any errors will be presented to the school instantaneously. The accepted records will then update the NSLDS database.

> Note: Using the current batch process for a student, program changes that were submitted online will be marked as "X" and removed from the roster.

The Enrollment Spreadsheet Submittal is discussed in Section 7.12.

## 5.2   Enrollment Reporting Batch Process

The Enrollment Reporting Batch Process involves a school receiving a roster file on a predetermined, set schedule, updating that file, and returning it to NSLDS. Any errors detected by NSLDS are sent back in the Error/Acknowledgement File, which must be corrected by the school and returned to NSLDS within 10 days.

The Enrollment Reporting roster file is placed in a school's, or its Enrollment Reporting Servicer's, designated SAIG mailbox on the *business day* of the month designated by their Enrollment Reporting schedule. Schools may set up or modify their schedule on the Enrollment Reporting Profile Web page under the Enroll Tab on the NSLDSFAP website. Schools that use an Enrollment Reporting Servicer should notify their servicer directly if they make a change to their enrollment reporting schedule.

Responses to the Enrollment Reporting roster file are due within **15 days** of the date that the file is placed in the designated SAIG mailbox.

Files submitted by batch processes will receive an Error/Acknowledgement File that contains a count of accepted records and any records containing errors that did not pass edits for update. If the Error/Acknowledgment File does not indicate that there were any errors, it serves as proof that the submittal file was received and processed by NSLDS and should be kept for audit purposes. The Error/Acknowledgement File will indicate that there were no errors if it contains only a header and trailer record.

If the Error/Acknowledgement file indicates that there were errors, the error records must be corrected by updating the student's record online or using the spreadsheet upload option, or by submitting an Error Correction File within **10 business days** of the date it was placed in the designated SAIG mailbox. Because NSLDS rejects all records for a student if there is an error in any detail record, an error means that a student's enrollment status has not been updated on NSLDS.

## 5.2.1.1 **Batch File Types**

Schools (or their servicers) can request roster files in the following file types:

- Fixed-Width
- Comma Separated Values (CSV)

Schools using the CSV format to report enrollment data must make sure that any commas in the data they submit (that are not used as delimiters) are inside quotation marks. For example, a last name of Jones, Jr., should appear in a CSV file as "Jones,Jr.", with the quotation marks, and with a comma immediately following the closed quotation mark to delimit the field. Records that contain data with commas not protected by quotation marks will be rejected by NSLDS.

See Appendix A and the record layouts on the [IFAP website](#) for more details on the file types and format.

## 5.2.1.2 **Record Types**

NSLDS Enrollment Reporting File Layouts have been updated to include multiple record types in order to accommodate the additional reporting fields necessary to support the implementation of the 150% Direct Subsidized Loan Limit regulations.

The following record types are included in the batch roster files, both the roster sent from NSLDS to the school, and the response file sent by the school back to NSLDS:

- Record Type '000' – Header Record
- Record Type '001' – Campus-Level Enrollment Information
- Record Type '002' – Program-Level Enrollment Information
- Record Type '003' – Email Address (Optional)
- Record Type '999' – Trailer Record

There will be a single Header Record (record type '000') and single Trailer Record (record type '999') on each file. The number of other record types will vary based on the details reported for each student. These records are referred to as detail records and will be reported together, for each student in a single bundle.

> Note: Using the current batch process for a student, program changes that were submitted online will be marked as "X" and removed from the roster.

## 5.2.1.3 **Bundle Concept**

A single update for a student at a given school location will consist of a *bundle* of detail

records including:

- One campus-level record (record type '001') containing student and campus-level information (required).

- Zero, one, or more program-level records (record type '002') containing information about that student's enrollment in individual programs and information about those programs (generally required).

- Zero, one, or more Email Address records (record type '003') containing information about the student's email address(es) (Optional).

All records in a bundle must all have the same values for Student Current SSN and OPEID in the layout of each detail record type. When a school sends a Roster Submittal or Error Correction file to NSLDS, the school must group the records for a given student in a single bundle ordered by record type. Likewise, a school should expect the Enrollment Roster and Error/Acknowledgement files they receive from NSLDS to bundle records for individual students.
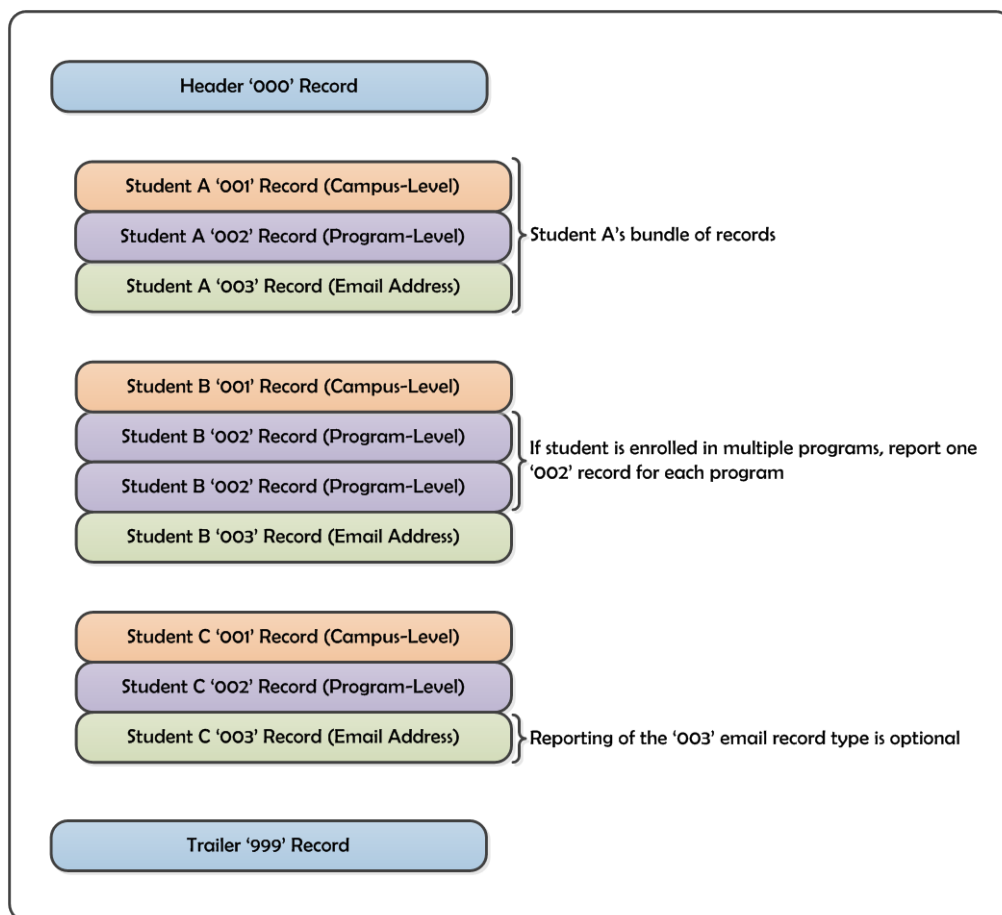


Figure 5-1: Bundle Format Example

Because each student's enrollment will consist of multiple detail records, a valid detail record of one type will be rejected by NSLDS because of an error in another detail record in the same student's bundle. Each detail record type in the new layout will include a field named Bundle Rejected Flag. That flag will be set to "Y" for all the detail records in a bundle that contain an error, although the actual error(s) code will only be displayed on the detail record that contains the error(s).

If the only record in a bundle with an error is a 003 Email Address record, the entire bundle will still be returned on the error file.  However, the valid 001 Campus-Level and 002 Program-Level detail records will be processed by NSLDS, and the Bundle Rejected Flag on the valid records will contain a space.

The reporting requirements (Mandatory/Optional) for each field are listed in Appendix B of this document. Please note that for record type '001' (campus-level), the student's phone number fields are considered optional, however, if a phone number is reported all associated fields *must* be populated. The same is true for record type '003' (email address) as it is considered optional. Therefore, if an email address is reported all fields in the record *must* be populated.

The same record types are used in the Enrollment Spreadsheet Submittal process.

## 5.2.1.4 **Adding Students to Your Roster**

Students that are not on the roster but have received Title IV aid (at your school or another school) may be added to your batch file or reported by using the Enrollment Maintenance page or the spreadsheet upload option on the [NSLDSFAP](#) website. The student identifiers in the added records must match the student identifiers on NSLDS. Students cannot be added to NSLDS unless a current loan or grant is on the database. If a data provider has not reported a loan or Pell Grant to NSLDS and the school tries to add the record in a batch process, the student record will be rejected on the Submittal File or Error Correction File. Likewise, if the student is not in the database they cannot be added to a roster on the [NSLDSFAP](#) website.

## 5.2.1.5 **Student Identifiers and Data Conflicts**

You must be certain that you have a legitimate match of identifiers when reporting enrollment on a student. One or more of the student identifiers provided by NSLDS may differ from the information in your school records. If you are sure your data are correct based on the reliable source of your data or documentation on file, you must contact the data provider (GA, lender, lender/servicer, or federal loan servicer for each loan) and work with the provider to make changes. If you cannot resolve the discrepancy with the data provider, you may contact the NSLDS Customer Support Center (CSC) at 1-800-

999-8219, Option 3. You will need to provide copies of certain legal documents to make changes. The student identifiers are as follows:
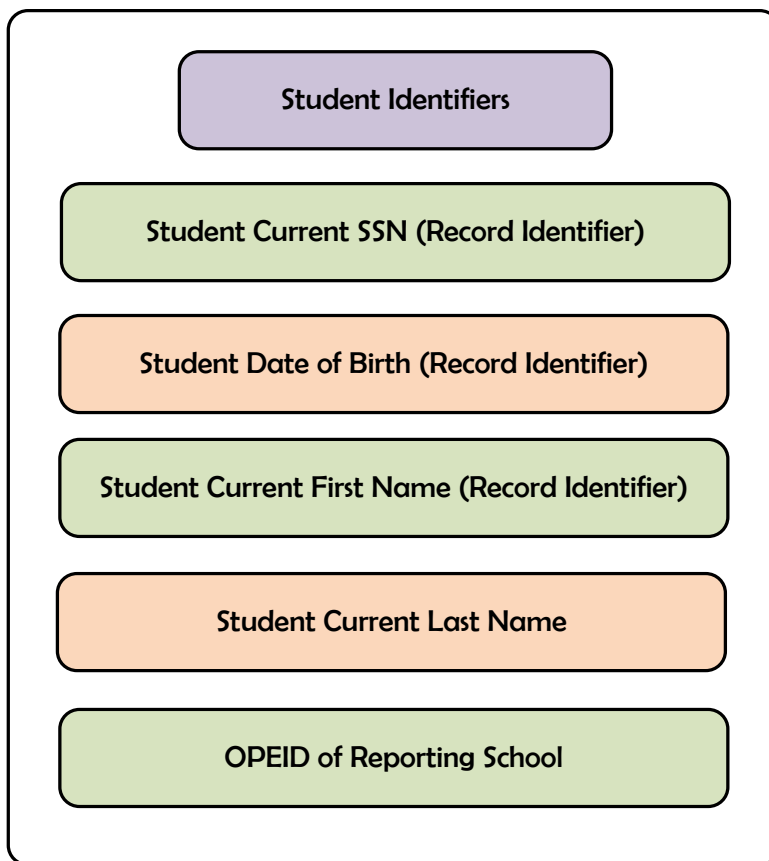


Figure 5-2: Student Identifiers

Schools that do not use the student SSN to identify student registration records may provide NSLDS with their Student Designator. NSLDS will not remove or change the Student Designator, which can be provided via batch file or online, so it may be used in later Enrollment Reporting roster files to match records easily. You must not change the SSN provided by NSLDS.

## 5.2.1.6 **Enrollment Administration**

Schools are required to certify enrollment using the appropriate eight-digit Office of Postsecondary Education Identification (OPEID) number. To assist with the reporting of enrollment at eight-digit OPEID-level, NSLDS has established an Enrollment Administration option that allows locations that share the same main campus school code to establish an "administrator" location that will report for its own and other locations.

A school that chooses to manage multiple location reporting will have the option to

receive individual eight-digit OPEID roster files (one for each additional location of the school) or a combined roster for multiple locations in one file.  Each student record will include the eight-digit OPEID where the student is attending.  Schools will establish their Enrollment Reporting profile using dedicated screens on the NSLDSFAP website.

Each location that certifies enrollment must be signed up for the Enrollment Reporting process through www.FSAWebenroll.ed.gov. Reporting a student's enrollment at the main campus-level does not satisfy the enrollment reporting requirement if aid was disbursed or the student was physically attending school at a different location.

## 5.2.1.7 **Reporting Enrollment for Distance Education Programs**

There are special considerations for distance education programs in Enrollment Reporting. Per Department of Education policy, the definition of distance education requires the use of technology to support "regular and substantive interaction between the students and the faculty." The technologies may include:

- The Internet;
- One-way and two-way transmissions through open broadcast, closed circuit, cable, broadband lines, fiber optics, satellite, or wireless communications devices;
- Audio conferencing; or
- Video cassettes, DVDs, and CD–ROMs

The school must have a policy for determining a student's enrollment status and use that policy as the basis of its enrollment reporting. Enrollment Reporting to NSLDS must be based on the regular and substantive interaction between students and the faculty for students in distance education courses. For example, a school may have a policy that includes having the faculty member or an academic support staff member reach out to an online student after the initial week of non-attendance to determine the cause and remind the student that he or she needs to be regularly engaged in the course to be successful. If the student does not re-engage in the course, then the message could become more urgent, notifying the student of possible consequences of his or her non-engagement.

Allowing a student to go for several weeks without such interaction raises concerns that the school is not adequately monitoring student behavior. Therefore, Enrollment Reporting or a change in the student's enrollment status based solely upon a student's log in to a website is not sufficient to determine the student's attendance or lack of attendance in a class.

## 5.3 Situational Examples of Initial Reporting

The following are examples of typical situations and how to report them. The examples below are the initial reporting of the enrollment data fields (not including demographic data) for each student. Specific reporting requirements for each field can be found in the Appendices.



Terri Tech

- Attends Certificate Program in Cosmetology Operations
- Begins full-time enrollment in 60 week, 1500 clock hour program

Terri Tech is a new student pursuing a certificate in Cosmetology Operations at Small Town Beauty School. The Cosmetology Operations Certificate is a clock hour program with a length of 1500 clock hours over 60 weeks. Terri begins enrollment as a full-time student.

**Terri Tech**: Initial reporting of enrollment data

> ### *Record Type 001 (Campus-Level):*
>
> > *OPEID*:  09876500
> > *Certification Date:*  20140708
> > *Enrollment Status Effective Date*:  20140701
> > *Enrollment Status*:  F
> > *Anticipated Completion Date*:  20150831
> > *Term Begin Date*:  [blank]
> > *Term End Date*:  [blank]
> > *Program Indicator*:  Y

### **Record Type 002 (Program-Level):** Terri's Certificate Program

*OPEID*:  09876500

*CIP Code*:  120401

*Credential Level*:  01

*Published Program Length*:  060000

*Published Program Length Measurement*:  Weeks

*Weeks in Title IV Academic Yrs.*:  26

*Program Begin Date*:  20140701

*Special Program Indicator*:  N

*Program Enrollment Status*:  F

*Program Enrollment Status Effective Date*:  20140701



- Attends Associate of Arts Degree program in Early Childhood Education
- Begins full-time enrollment in the 2-year program

Anna Associate is a new student a pursuing an Associate of Arts Degree in Early Childhood Education at City Community College. The AA Degree is a 2-year program. Anna begins enrollment as a full-time student.

**Anna Associate**: Initial reporting of enrollment data

### **Record Type 001 (Campus-Level):**

*OPEID*:  08765400

*Certification Date*:  20140910

*Enrollment Status Effective Date*:  20140825

*Enrollment Status*:  F

*Anticipated Completion Date*:  20160525

*Term Begin Date*:  20140825

*Term End Date*:  20141219

       *Program Indicator*:  Y

**Record Type 002 (Program-Level):** Anna's Associate Degree Program

       *OPEID*:  08765400

       *CIP Code*:  131210

       *Credential Level*:  02

       *Published Program Length*:  002000

       *Published Program Length Measurement*:  Years

       *Program Begin Date*:  20140825

       *Special Program Indicator*:  N

       *Program Enrollment Status*:  F

       *Program Enrollment Status Effective Date*:  20140825

## Aaron Associate

- Enrolled in an Associate of Arts Degree program in General Education
- Begins full-time enrollment in the 2-year program

Aaron Associate is a new student pursuing an Associate of Arts Degree in General Education at City Community College. The AA Degree is a 2-year program. Aaron begins enrollment as a full-time student.

**Aaron Associate**: Initial reporting of enrollment data

**Record Type 001 (Campus-Level):**

       *OPEID*:  08765400

       *Certification Date*:  20140910

       *Enrollment Status Effective Date*:  20140825

       *Enrollment Status*:  F

       *Anticipated Completion Date*:  20160530

       *Term Begin Date*:  20140801

       *Term End Date*:  20141212

> *Program Indicator*:  Y

> **Record Type 002 (Program-Level):** Aaron's First Program

>> *OPEID*:  08765400

>> *CIP Code*:  130101

>> *Credential Level*:  02

>> *Published Program Length*:  002000

>> *Published Program Length Measurement*:  Y

>> *Program Begin Date*:  20140825

>> *Special Program Indicator*:  N

>> *Program Enrollment Status*:  F

>> *Program Enrollment Status Effective Date*: 20140825

### Billy Bachelor

- Attends Bachelor's Program in General Studies - Undeclared Major
- Begins full-time in the 4-year academic program

Billy Bachelor is a freshman at Big State University.  Billy is enrolled in a General Studies program until he figures out what subject best fits his goals. The General Studies program is a 4-year program in which he is enrolled as a full-time student.

**Billy Bachelor**: Initial reporting of enrollment

> **Record Type 001 (Campus-Level):**

>> *OPEID*:  06789900

>> *Certification Date*:  20140915

>> *Enrollment Status Effective Date*:  20140801

>> *Enrollment Status*:  F

>> *Anticipated Completion Date*:  20180530

>> *Term Begin Date*:  20140801

>> *Term End Date*:  20141212

>> *Program Indicator*:  Y

> **Record Type 002 (Program-Level):** Billy's First Program

>> *OPEID*:  06789900

*CIP Code*:  240102
*Credential Level*:  03
*Published Program Length*: 004000
*Published Program Length Measurement*:  Y
*Program Begin Date*:  20140801
*Special Program Indicator*:  N
*Program Enrollment Status*:  F
*Program Enrollment Status Effective Date*: 20140801

## Mona Multiprog

- Attends Associate's Program in Biotechnology
- Attends 1-year Certificate Program in Clinical Laboratory Technology

Mona Multiprog is a first-year student at Cactus Community College. Her primary program is an associate degree in Biotechnology, but she is also enrolled in a certificate program in Clinical Laboratory Technology. Cactus Community College defines full-time enrollment as 12 credit hours, and Mona is enrolled in 15. Of the 15 credit hours, 9 count toward the certificate program, and 12 count toward the associate degree program.

**Mona Multiprog**: Initial reporting of enrollment

### Record Type 001 (Campus-Level):

*OPEID*: 07654300

*Certification Date*: 20140915

*Enrollment Status Effective Date*: 20140801

*Enrollment Status*: F

*Anticipated Completion Date*: 20180530

*Term Begin Date*: 20140801

*Term End Date*: 20141219

*Program Indicator*: Y

### Record Type 002 (Program-Level): Mona's Associate Degree Program

*OPEID*: 07654300

*CIP Code*: 410101

*Credential Level*: 02

*Published Program Length*: 002000

*Published Program Length Measurement*: Y

*Program Begin Date*: 20140801

*Special Program Indicator*: N

*Program Enrollment Status*: F

*Program Enrollment Status Effective Date*: 20140801

**Record Type 002 (Program-Level):** Mona's Certificate Degree Program

<u>*OPEID*</u>:  07654300

<u>*CIP Code*</u>:  511005

<u>*Credential Level*</u>:  01

<u>*Published Program Length*</u>: 001000

<u>*Published Program Length Measurement*</u>:  Y

<u>*Program Begin Date*</u>:  20140801

<u>*Special Program Indicator*</u>:  N

<u>*Program Enrollment Status*</u>:  Q

<u>*Program Enrollment Status Effective Date*</u>: 20140801

# Chapter 6. When to Report?

This chapter describes when Enrollment information should be reported to NSLDS, defines reporting schedules, and reviews reporting frequency requirements.

## 6.1   When to Report Enrollment – Importance of Timely Reporting

Certification of all student enrollment data must be performed within 15 days of the date that we generate and send roster files to you. We will generate and send roster files to you every 60 days at a minimum. However, schools are encouraged to report as frequently as possible. Reporting any enrollment or program change as soon as possible helps ensure students' interest subsidy is properly tracked and provides for proper servicing of Title IV loans. Proper servicing helps prevent loan defaults and helps lower school cohort default rates.

> **Respond to Roster within 15 days.**
> **Certify enrollment data at least every 60 days.**

## 6.1.1 Reporting Schedules

NSLDS will require all roster schedules to be no more than 60 days apart.  Schools can establish their reporting schedule based on its academic schedule, using key academic dates, but must schedule a roster at least every 60 days.

A school must respond with enrollment data certification within 15 days of the date that we send its roster file.  The response may occur:

- Using a batch response file sent via SAIG.

- Completing updates online using the Enrollment Update option on the NSLDSFAP website.

- Uploading an Enrollment Spreadsheet Submittal file using the Enrollment Submittal option on NSLDSFAP.

If the response is provided by a batch response file, NSLDS will process the file and return an Error/Acknowledgement file.  Any errors must be corrected and submitted within 10 days of receiving the file.  Errors may be corrected:

- Using a batch response file containing the records with errors sent via SAIG.

- Updating the records that erred by certifying the enrollment online using the Enrollment Update option on NSLDSFAP.

- Uploading corrected records using an Enrollment Spreadsheet Submittal file using the Enrollment Submittal option on NSLDSFAP.

## 6.1.2 **Report Enrollment Changes Early and Often**

While reporting every 60 days will meet the requirements for Enrollment Reporting, it is important that changes to a student's enrollment data be reported as soon as possible. Timely reporting of changes ensures accuracy of student information. Such changes may include:

- Changes in a student's program of study.

- Changes in a student's campus location.

- Changes in campus-level and/or program-level enrollment status.

You can report more frequently than is required by scheduling rosters to be sent to you on a more frequent basis or by making ad-hoc updates to a student's enrollment on NSLDSFAP.

## 6.1.3 **Late Enrollment Reporting Roster Notification**

Once NSLDS creates an Enrollment Reporting Roster file and sends it to a school, that school has 15 days from the date the Enrollment Reporting Roster file was sent to return a Submittal File to NSLDS or complete the updates online. Any school that fails to return a Submittal File or make updates online within the 15-day period is considered to be late in responding. NSLDS will produce an email notification to remind schools of their obligation to complete and return the enrollment reporting file within 15 days of receipt to NSLDS.

The Late Enrollment Reporting notification will be sent if no updates are received by batch or online by the 22nd day after the date the roster was sent to the school by NSLDS. The notification is sent to the school's Enrollment Reporting contact and primary contact as designated by the school on the Organization Tab (Org). The President or CEO, as listed with PEPS, is also copied on the email notification.

This notification is the only warning the school will receive regarding its non-compliance in replying to our request for enrollment status information.

The school is ultimately responsible for timely and accurate reporting, even when it uses

an Enrollment Reporting Servicer to submit the Enrollment Reporting files. Therefore, Late Enrollment Reporting email notifications are sent to the school and not to the servicer. Schools that do not comply may have their eligibility for Title IV student aid revoked or may have fines imposed.

## 6.2   Situational Examples of Changing Prior Reporting

The following are examples of typical situations and how to report them. The examples below are changes to the initial reporting of the enrollment data fields (not including demographic data) for each student from the Examples found in Section 5.2. Specific reporting requirements for each field can be found in the Appendices.

### 6.2.1 Reporting Enrollment Status Changes



Terri Tech

• Completes Certificate Program in Cosmetology Operations

After only 60 weeks, Terri has completed the Certificate in Cosmetology Operations program at 09876500 – Small Town Beauty School and the school is excited to report this great news!

**Terri Tech**: Completed the Program

> ***Record Type 001 (Campus-Level):***

>> *OPEID*:  09876500

>> *Certification Date:*  20150905

>> *Enrollment Status Effective Date:*  20150831

>> *Enrollment Status:*  G

>> *Anticipated Completion Date:*  20150831

>> *Term Begin Date*:  [blank]

>> *Term End Date:*  [blank]

>> *Program Indicator:*  Y

**Record Type 002 (Program-Level):** Terri's First Program

<u>OPEID</u>: 09876500

<u>CIP Code:</u>  120401

<u>Credential Level:</u>  01

<u>Published Program Length:</u>  060000

<u>Published Program Length Measurement</u>:  Weeks

<u>Weeks in Title IV Academic Yrs</u>.: 26

<u>Program Begin Date</u>:  20140701

<u>Special Program Indicator:</u>  N

<u>Program Enrollment Status</u>:  G

<u>Program Enrollment Status Effective Date</u>: 20150831

## 6.2.2 **Reporting Changes in Program of Study and Location**

<table>
<tr>
<td>

### Anna Associate

</td>
<td>

- Leaves Associates of Arts in Early Childhood Education program
- Changes program to Associate of Science Degree in Early Childhood Management and moves to a different location

</td>
</tr>
</table>

After a year in the Associates of Arts in Early Childhood Education program at City Community College - 08765400, Anna has decided to change her program of study to an Associate of Science Degree in Early Childhood Management and transfer to the 08765402 location. The AS in Early Childhood Management is also a 2-year program for which Anna has decided to begin her studies at the new location as a full-time student.

**Anna Associate**: Change of program of study and location

**Record Type 001 (Campus-Level):**

<u>OPEID:</u>  08765400

<u>Certification Date:</u> 20150830

<u>Enrollment Status Effective Date:</u>  20150825

<u>Enrollment Status</u>:  F

<u>Anticipated Completion Date</u>: 20160525

> *Term Begin Date:*  20150825
>
> *Term End Date:*  20151218
>
> *Move to OPEID:*  08765402
>
> *Program Indicator:*  Y

**Record Type 002 (Program-Level):** Anna's First Program

> *OPEID:*  08765402
>
> *CIP Code:*  131210
>
> *Credential Level:*  02
>
> *Published Program Length:*  002000
>
> *Published Program Length Measurement:*  Years
>
> *Program Begin Date:*  20140825
>
> *Special Program Indicator:*  N
>
> *Program Enrollment Status:*  W
>
> *Program Enrollment Status Effective Date:* 20150825

**Record Type 002 (Program-Level):** Anna's Second Program

> *OPEID:*  08765402
>
> *CIP Code:*  190708
>
> *Credential Level:*  02 – Associate's Degree
>
> *Published Program Length:*  002000
>
> *Published Program Length Measurement:*  Years
>
> *Program Begin Date:*  20150825
>
> *Special Program Indicator:*  N
>
> *Program Enrollment Status:*  F
>
> *Program Enrollment Status Effective Date:* 20150825

## 6.2.3 **Adding an Additional Program**



After a year in the Associate of Arts Degree in General Education program at City Community College - 08765400, Aaron has decided to pursue an Associate of Science Degree in Criminal Justice Technology, in addition to the AA, at the same location. The AS degree in Criminal Justice Technology is also a 2-year program in which Aaron has decided to become a full-time student.

**Aaron Associate**: Adds a program of study

> ### *Record Type 001 (Campus-Level):*
>
> > *OPEID*:  08765400
> >
> > *Certification Date*: 20150915
> >
> > *Enrollment Status Effective Date*:  20140825
> >
> > *Enrollment Status*: F
> >
> > *Anticipated Completion Date*: 20160530
> >
> > *Term Begin Date:*  20150825
> >
> > *Term End Date*:  20151218
> >
> > *Program Indicator*:  Y
>
> ### *Record Type 002 (Program-Level):*  Aaron's First Program
>
> > *OPEID*:  08765400
> >
> > *CIP Code:*  130101
> >
> > *Credential Level*:  02
> >
> > *Published Program Length*: 002000
> >
> > *Published Program Length Measurement*:  Y
> >
> > *Program Begin Date*:  20140825
> >
> > *Special Program Indicator*:  N
> >
> > *Program Enrollment Status*:  F

> *Program Enrollment Status Effective Date*: 20140825

**Record Type 002 (Program-Level):** Aaron's Second Program

> *OPEID*:  08765400
>
> *CIP Code*:  430103
>
> *Credential Level*:  02
>
> *Published Program Length:*  002000
>
> *Published Program Length Measurement*:  Y
>
> *Program Begin Date*:  20150825
>
> *Special Program Indicator*:  N
>
> *Program Enrollment Status*:  F
>
> *Program Enrollment Status Effective Date:*  20150825

## 6.2.4 **Multiple Active Program Enrollments**



Aaron Associate

- Enrolled in an Associate of Arts Degree in General Education and Associate of Science Degree in Criminal Justice Technology
- Enrolls in an Associate of Science Degree in Fire Science Technology

After 4 months of attending both the Associate of Arts Degree in General Education and the Associate of Science Degree in Criminal Justice Technology at City Community College - 08765400, Aaron has decided to pursue yet another Associate of Science Degree in Fire Science Technology. The second AS degree in Fire Science Technology is also a 2-year program for which Aaron has decided to continue his enrollment as a full-time student.

**Aaron Associate**: Adds a program of study

**Record Type 001 (Campus-Level):**

> *OPEID:*  08765400
>
> *Certification Date:*  20160115
>
> *Enrollment Status Effective Date*:  20140825
>
> *Enrollment Status:*  F

    *Anticipated Completion Date:*  20180530

    *Term Begin Date:*  20150825

    *Term End Date:*  20161218

    *Program Indicator:*  Y

**Record Type 002 (Program-Level):** Aaron's First Program

    *OPEID*:  08765400

    *CIP Code:*  130101

    *Credential Level*:  02

    *Published Program Length*:  002000

    *Published Program Length Measurement:*  Y

    *Program Begin Date:*  20140825

    *Program Enrollment Status*:  F

    *Program Enrollment Status Effective Date*: 20150825

**Record Type 002 (Program-Level):** Aaron's Second Program

    *OPEID*:  08765400

    *CIP Code:*  430103

    *Credential Level:*  02

    *Published Program Length*:  002000

    *Published Program Length Measurement:*  Y

    *Program Begin Date*:  20150825

    *Program Enrollment Status:*  F

    *Program Enrollment Status Effective Date*:  20150825

**Record Type 002 (Program-Level):** Aaron's Third Program

    *OPEID:*  08765400

    *CIP Code*:  430201

    *Credential Level*:  02

    *Published Program Length*:  002000

    *Published Program Length Measurement*:  Y

    *Program Begin Date*:  20160115

    *Program Enrollment Status:*  F

    *Program Enrollment Status Effective Date*: 20160115

## 6.2.5 **Reporting Changes in Program of Study and Enrollment Status**

**Billy Bachelor**

- Leaves General Studies program
- Enrolls in a Bachelor's Degree in Mathematics

After a year in the General Studies program at 06789900, Billy has decided to change his program of study to a Bachelor's Degree in Mathematics. The Bachelor's degree is a 4-year program for which Billy has decided to continue as a full-time student.

**Billy Bachelor**: Change of program

>   ***Record Type 001 (Campus-Level):***
>
> > *OPEID:*  06789900
> >
> > *Certification Date:*  20150925
> >
> > *Enrollment Status Effective Date:*  20140801
> >
> > *Enrollment Status:*  F
> >
> > *Anticipated Completion Date:*  20180530
> >
> > *Term Begin Date:*  20150815
> >
> > *Term End Date:*  20151211
> >
> > *Program Indicator:*  Y
>
>   ***Record Type 002 (Program-Level):*** Billy's First Program
>
> > *OPEID*:  06789900
> >
> > *CIP Code*:  240102
> >
> > *Credential Level*:  04
> >
> > *Published Program Length*:  004000
> >
> > *Published Program Length Measurement*:  Y
> >
> > *Program Begin Date*:  20140801
> >
> > *Program Enrollment Status*:  W
> >
> > *Program Enrollment Status Effective Date:* 20150815

**Record Type 002 (Program-Level):** Billy's Second Program

<u>OPEID</u>:  06789900

<u>CIP Code:</u>  270101

<u>Credential Level:</u>  04

<u>Published Program Length</u>:  004000

<u>Published Program Length Measurement:</u>  Y

<u>Program Begin Date:</u>  20150815

<u>Program Enrollment Status:</u>  F

<u>Program Enrollment Status Effective Date:</u>  20150815

## 6.2.6 **Reporting Active and Inactive Program Enrollment**



Anna Associate

- Completes Associate of Science Degree in Early Childhood Management

After 2 years, Anna has completed her AS degree in Early Childhood Management and plans transfer to another school to obtain a Bachelor's degree. Way to go Anna!

**Anna Associate**: Completes program

**Record Type 001 (Campus-Level):**

<u>OPEID:</u>  08765402

<u>Certification Date:</u>  20160625

<u>Enrollment Status Effective Date:</u>  20160525

<u>Enrollment Status:</u>  G

<u>Anticipated Completion Date:</u>  20160525

<u>Term Begin Date:</u>  20150825

<u>Term End Date:</u>  20160525

<u>Program Indicator:</u>  Y

        **Record Type 002 (Program-Level):** Anna's First Program

            *OPEID*:  08765400

            *CIP Code:*  131210

            *Credential Level:*  02

            *Published Program Length:*  002000

            *Published Program Length Measurement*:  Y

            *Program Begin Date*:  20140825

            *Program Enrollment Status:*  W

            *Program Enrollment Status Effective Date:*  20150825

      **Record Type 002 (Program-Level):** Anna's Second Program

            *OPEID:*  08765402

            *CIP Code:*  190708

            *Credential Level*:  02

            *Published Program Length:*  002000

            *Published Program Length Measurement:*  Y

            *Program Begin Date:*  20150825

            *Program Enrollment Status*:  G

            *Program Enrollment Status Effective Date:*  20160525

## Aaron Associate

- Completes Associate of Arts Degree in General Education
- Leaves both Associate of Science programs

After attending City Community College - 08765400 in pursuit of an Associate of Arts Degree in General Education, an Associate of Science Degree in Criminal Justice Technology, and an Associate of Science Degree in Fire Science Technology, Aaron has decided to complete his AA Degree in General Education and obtain a Bachelor's degree at another school.

**Aaron Associate**: Completes program

      **Record Type 001 (Campus-Level):**

*OPEID:* 08765400

*Certification Date:* 20160615

*Enrollment Status Effective Date:* 20160530

*Enrollment Status:* G

*Anticipated Completion Date:* 20160530

*Term Begin Date:* 20160104

*Term End Date:* 20160530

**Record Type 002 (Program-Level):** Aaron's First Program

*OPEID:* 08765400

*CIP Code:* 130101

*Credential Level:* 02

*Published Program Length:* 002000

*Published Program Length Measurement:* Y

*Program Begin Date:* 20140825

*Program Enrollment Status:* G

*Program Enrollment Status Effective Date:* 20160530

**Record Type 002 (Program-Level):** Aaron's Second Program

*OPEID:* 08765400

*CIP Code:* 430103

*Credential Level:* 02

*Published Program Length:* 002000

*Published Program Length Measurement:* Y

*Program Begin Date:* 20150825

*Program Enrollment Status:* W

*Program Enrollment Status Effective Date:* 20160530

**Record Type 002 (Program-Level):** Aaron's Third Program

*OPEID:* 08765400

*CIP Code:* 430201

*Credential Level:* 02

*Published Program Length:* 002000

*Published Program Length Measurement:* Y

*Program Begin Date:* 20160115

*Program Enrollment Status:* W

                *Program Enrollment Status Effective Date:*   20160530

## Mona Multiprog

- Still attending Associate's Degree Program in Biotechnology
- Completes 1-year Certificate Program in Clinical Laboratory Technology

Mona completes her 1-year certificate program, but is still attending her Associate's Degree program.

**Mona Multiprog**:

### Record Type 001 (Campus-Level):

*OPEID*:   07654300

*Certification Date*:   20150915

*Enrollment Status Effective Date*:   20140801

*Enrollment Status*:   F

*Anticipated Completion Date*:   20160530

*Term Begin Date*:   20150801

*Term End Date*:   20151220

*Program Indicator*:   Y

### Record Type 002 (Program-Level): Mona's Associate Degree Program

*OPEID*:   07654300

*CIP Code*:   410101

*Credential Level*:   02

*Published Program Length*: 002000

*Published Program Length Measurement*:   Y

*Program Begin Date*:   20140801

*Special Program Indicator*:   N

*Program Enrollment Status*:   F

*Program Enrollment Status Effective Date*: 20140801

**Record Type 002 (Program-Level):** Mona's Certificate Degree Program

<u>OPEID</u>:  07654300

<u>CIP Code</u>:  511005

<u>Credential Level</u>:  01

<u>Published Program Length</u>: 001000

<u>Published Program Length Measurement</u>:  Y

<u>Program Begin Date</u>:  20140801

<u>Special Program Indicator</u>:  N

<u>Program Enrollment Status</u>:  G

<u>Program Enrollment Status Effective Date</u>: 20150915

# Chapter 7. How to Report?

This chapter describes how to sign up for access to SAIG and to the National Student Loan Data System Professional Access (NSLDSFAP) website.  It also provides an overview of the Enrollment Reporting process and the NSLDSFAP website, and walks you through online and batch Enrollment Reporting.

## 7.1   Reporting Online

The NSLDSFAP website allows you to update enrollment information by using one of two methods. The Enrollment Update page allows for the retrieval of individual students or the entire roster, while the Enrollment Spreadsheet Submittal process provides the capability to upload a spreadsheet file. The school must have access to both online and batch reporting functions to report enrollment.

> You can enroll for access to the NSLDSFAP website at
> www.fsawebenroll.ed.gov

## 7.2   How to Sign Up

The electronic exchange of information through the Enrollment Reporting process is done using SAIG. A school must set up a designated mailbox to receive electronic files as well as establish at least one person at the school who will perform online updates. Each user must have his or her own FSA User ID to access NSLDS enrollment update features. Additionally, a person from each location that is involved with students who have received financial aid may need access as well. To apply for batch and online enrollment reporting access, go to www.fsawebenroll.ed.gov.

The Primary Destination Point Administrator (PDPA) for the organization must complete the application for the batch process and request online access with enrollment update functionality. The PDPA must also enforce the security requirements as outlined in the SAIG User Statement including the completion and maintenance of this statement. Your President/Chief Executive Officer (CEO)/Chancellor/designee/equivalent person must approve each designated individual that applies for NSLDS online access.

After you have applied through www.fsawebenroll.ed.gov, you will be assigned an FSA User ID that is used for online access. Each person involved in reviewing student data must have their own FSA User ID. The ID must not be shared. The Rules of Behavior and

Privacy Act statement presented at log on outlines the appropriate uses of all Federal Student Aid Systems including the [NSLDSFAP](#) website and the consequences of inappropriate actions.

For additional information or assistance with the sign up process, call CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or send an email to [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

## 7.2.1 **Enrollment Reporting Process**

The Enrollment Reporting process for batch and online is described in detail below, designating the responsible party for each step in the process:

1. NSLDS:

    A. Adds students with new loans or grants to the portfolio of the enrollment school OPEID as reported by the school on the disbursement record sent by the school to COD.

    B. Compiles all students in the school's portfolio, including new records from COD, previously certified still active records, students added because of loan records with updated school codes, and Perkins Loan records.

    C. Generates the Enrollment Reporting roster file of the students in the portfolio for the school or schools based on the NSLDS Enrollment Profile page, "Enrollment Reporting Preferences, Administration Setup and Schedule".

    D. Forwards the Enrollment Reporting roster file to the school or its servicer through the SAIG mailbox.

2. School (or administrator or servicer):

    A. Receives the Enrollment Reporting roster file(s).

    B. Matches the Enrollment Reporting roster file with registration records.

    C. Updates the Enrollment Reporting roster file with any changes to each student's enrollment status, status effective date, or anticipated completion date fields.

    D. Provides correct location code if student is attending a different location.

    E. Provides student's permanent address information.

    F. Adds the optional fields of term begin and end dates.

G. Provides a credential level for those students with a graduated enrollment status.

H. Adds detail records for each new student.

I. Reviews the updated file for valid data to eliminate errors.

J. Returns the updated Enrollment Reporting roster file, now the Submittal File, within 15 days with an appropriate certification date to NSLDS.

K. Alternatively, goes online at [www.nsldsfap.ed.gov](www.nsldsfap.ed.gov) and uses one of the online functions (update, add, spreadsheet submittal) to certify enrollment for its students. No roster file will need to be returned.

3. NSLDS:

A. Receives the Submittal File.

B. Edits (error-checks) the Submittal File contents. If enrollment is updated online, edits occur as entries are made.

C. Updates the NSLDS database with enrollment data.

D. Returns the Error/Acknowledgment File (containing any rejected records or just the header and trailer if there were no errors) for any file submitted via batch.

E. Forwards new and/or changed data to each affected loan holder (GAs, federal loan servicers, lenders/lender servicers, and Perkins Loan schools/servicers).

4. School (or servicer):

A. Receives and saves the Error/Acknowledgment File, and reviews any error records. Cycle is complete if all records are accepted by NSLDS.

B. Returns the corrected records to NSLDS as an Error Correction File within 10 days of the date it is sent to the school (or servicer).

**OR**

Goes online at [www.nsldsfap.ed.gov](www.nsldsfap.ed.gov) and uses one of the online functions (update, add, spreadsheet submittal) to certify enrollment for its students. No roster file will need to be returned.

5. NSLDS:

A. Receives the returned Error Correction File and repeats step 3.

B.  Forwards new and/or changed data to each affected loan holder.

**Note:** *When error corrections are not completed, the enrollment record is not updated on the NSLDS database or distributed to the loan holders.*

## 7.3   Listing an Enrollment Reporting Contact

NSLDS provides a Contact List under the Org tab on the NSLDSFAP website for all organizations involved in Title IV aid.  This list is completely controlled by the organization and is used to assist individuals and NSLDS in finding the appropriate contact at an organization for various subject areas.

Each school is required to have at least an Enrollment Reporting Contact and a Primary Contact on the NSLDSFAP website for important communications from NSLDS.

To update the Enrollment Reporting Contact and the Primary Contact of an organization (or any other contact that needs to be updated):

- Log on to the NSLDSFAP website and access the Org tab.
- The Org Contact List will display with an "Add New Contact" selection option.
- To change a contact listed, click on the number beside the function to view the contact detail and update the information.

It is important that a school periodically check its listed contacts to ensure they are current.

## 7.4   Navigating NSLDSFAP

The Navigation Bar is directly below the Navigation Tabs, and includes links to the other pages within the section. Your name and your school's name appear below the links. There are also icons and symbols to help you. Here is a list of what you might see.

Legend of Icons and Symbols

| Icon/Symbol | Description |
|---|---|
| ☎ | Contact icon links you to the NSLDS contact information page for help by phone or email. |
| ? | Help icon links you to the specific Help page. |

| Icon/Symbol | Description |
|---|---|
| **X** | Exit icon takes you back to the "logged on" page and does not close the browser. The Logoff function changed with the move of NSLDS behind AIMS. To ensure that you have properly signed off NSLDS you must close the web browser. Users may use the link [LOGOFF FROM NSLDS AND AIMS](#) on the main menu to fully logoff NSLDS without closing the browser. |
| **Enroll** | Colored tab with white text and links below the tab in the same color indicates that you are in the active subject area. |
| **Menu** | Blue tab with white text takes you to the main menu indicates that other subject areas are available to you by clicking that tab. |
| Help | Popup text appears near the mouse pointer explaining an icon's function. (This is an example of that text.) |
| [LINK](#) | Underlined blue text links you to additional information. |
| ◀‖ | Left arrow icon returns you to a specified page. For example: ◀‖ Return to Menu. |
| ‖▶ | Right arrow icon links you to the next page in a series of pages. For example: ‖▶ Go to Report Log. |
| ⬆ | Previous group arrow icon links you to the previous list of items for this page. |
| ⬇ | Next group arrow icon links you to the next list of items for this page. |
| ⚠ | Alert symbol warns you of critical information that is not in error. For example: The borrower has defaulted loans. |
| ℹ | Information symbol notifies you that additional facts are available. For example: The borrower has received Pell Grants. |
| ❗ | Error symbol alerts you of an error. If the error is an entry error, the prompt for the box is displayed in bold **RED**. |

| Icon/Symbol | Description |
|---|---|
|  | Capitalized Interest symbol notifies you that the identified Outstanding Principal Balance contains Capitalized Interest. |
|  | Lock icon indicates the loan is locked and cannot be updated. |
|  | History icon links you to the Borrower Name History page or Borrower SSN History page if history exists in the database. |
|  | Active Bullet Number icon allows you to update, delete, or see more detail.<br>Blue is the active selection color. |
|  | Inactive Bullet Number indicates that no additional information is available regarding this item. |
|  | Plus symbol provides you more detailed information. It is activated when the mouse pointer is on the symbol. |
|  | Report Log Page icon links you to the Report Log. |
|  | Email icon links you to email. |
|  | Glossary icon links you to the Glossary page. |
|  | Print icon allows you to print the Help page. |
| close | Close icon allows you to close the Help page. |
|  | House icon links you to the Student Contact Information page. |

Figure 7-1: Legend of Icons and Symbols

## 7.5  Using NSLDSFAP Online

When you initiate your session on the NSLDSFAP website by logging on at the
https://www.nsldsfap.ed.gov/nslds_FAP/default.jsp address, the **Click to Continue** page
displays.  Click the button to connect to the FSA log on page and enter your FSA User ID
and password. Once your identity is authenticated, you will be taken to the Organization

selection page associated with your FSA User ID. If your ID is for multiple schools, select the location for which you want access for this session.
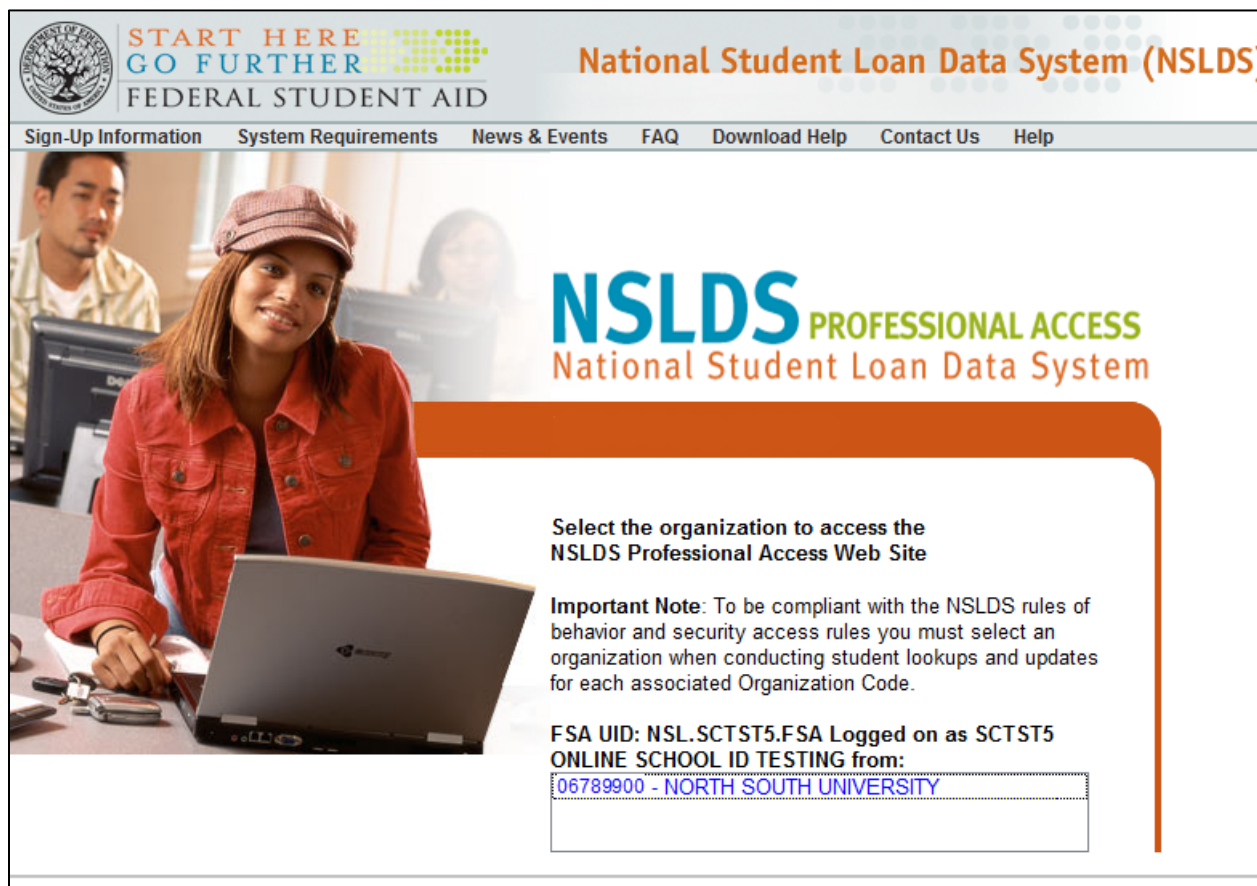


Figure 7-2: NSLDS Professional Access website after log on

After correctly entering the image on the User Access Verification page, you will reach the main Menu Page.

Figure 7-3: NSLDSFAP Menu

## 7.6   Enrollment Reporting

Schools have the ability to report enrollment data to NSLDS by batch or online submission.  You can report enrollment data online by using the Online Update function or by submitting a spreadsheet with your school's enrollment data.  For batch reporting, Comma Separated Values (CSV) and Fixed Width options are available. The following figure depicts these options.
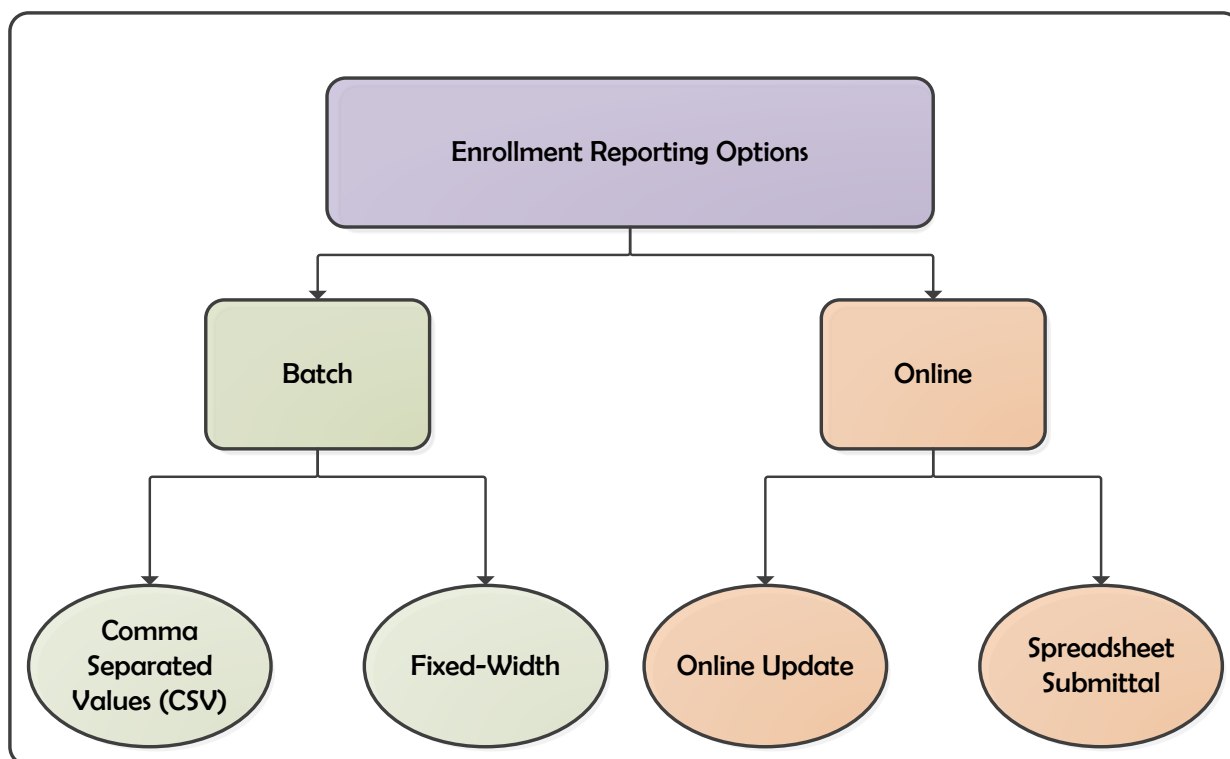
Figure 7-4: Enrollment Reporting Options

A similar process exists for the two reporting methods. The following table is a quick reference presenting the various steps in the reporting process and how each step can be completed for batch or online reporting.

| NSLDS Enrollment Reporting Process | | |
|---|---|---|
| | **Batch** | **Online** |
| Receive Enrollment Reporting Roster File | · Check SAIG mailbox.<br>· Download Enrollment Reporting roster file. | · Log on to **NSLDSFAP** website and select Enrollment Update.<br>· Retrieve school's Enrollment Reporting roster (or selected records).<br>· Edit and certify enrollment records on Enrollment |

| **NSLDS Enrollment Reporting Process** | | |
| --- | --- | --- |
| | **Batch** | **Online** |
| Update Roster File | · Match Enrollment Reporting roster file with in-house database.<br><br>· Edit Enrollment Reporting roster file using a mainframe. | Maintenance page and submit.<br><br>· Errors display on Enrollment Maintenance page.<br><br>· Correct errors displayed and certify changes. |
| Return Submittal File | · Send Submittal File to NSLDS via SAIG. | · Submit and confirm.<br><br>OR<br><br>·Log on to [NSLDSFAP](#) website and select Enrollment Submittal and upload your spreadsheet. |
| Receive Acknowledgment / Error File | · Check SAIG mailbox for Error/Acknowledgment File.<br><br>· Download Error/Acknowledgment file. | · Log on to [NSLDSFAP](#) website and use Enrollment Update.<br><br>· For Enrollment Update<br><br>  -   Use Advanced Search Option "Certification Date End."<br><br>  -   Enter the day before your batch certification date to retrieve all records that were not updated by the last batch file.<br><br>  -   Retrieve list and update records. |
| Correct Error File | · Match Error/Acknowledgment file to in-house database.<br><br>· Edit Error/Acknowledgment file using a mainframe program, or other software.<br><br>· Save as Error Correction File. OR<br><br>· Create a spreadsheet for submittal on [NSLDSFAP](#). |   -   Submit and confirm.<br><br>OR<br><br>· Log on to [NSLDSFAP](#) website and select Enrollment Submittal and upload your spreadsheet. |

| NSLDS Enrollment Reporting Process | | |
|---|---|---|
| | **Batch** | **Online** |
| Return Error Correction File | · Send Error Correction File to SAIG mailbox. | |

Figure 7-5: NSLDS Enrollment Reporting Process

The remainder of this section is organized to address the main aspects of Online and Batch Enrollment reporting in order to assist you with reporting the enrollment status of your students to NSLDS.

## 7.7   Enrollment Reporting Online

The Online Enrollment Reporting process involves using the NSLDSFAP website and its corresponding pages to report enrollment. This chapter will provide information to assist you with reporting the enrollment status of your students to NSLDS.

## 7.7.1 NSLDSFAP Website Enrollment Reporting Key Pages

The **Enroll (Enrollment) Tab** on the NSLDSFAP website is the access point to the following enrollment related pages:

- **Enrollment Summary**—Enter a student's identifiers, SSN, first name and date of birth (DOB) to view. This page displays an overview of the student's most recent enrollment status at each school where enrollment has been reported for that student.  On this page you can also link to **Enrollment Detail, Enrollment Timeline**, **Subsidized Usage**, **Enrollment Maintenance,** and **Enrollment Push to Roster.**

- **Enrollment Update**—Select a student or a range of students, and re-certify current data or make changes to the enrollment information. You can choose which students to retrieve and how they are to be sorted—by name, SSN, school-designated identifier, or enrollment status. The default setting displays all students associated with your school, 15 at a time, per page.

- **Enrollment Reporting Profile**—Manage preferences for reporting files, administration authority, view or modify your current enrollment schedule, create a new schedule, or request an ad hoc Enrollment Reporting Roster file to be sent to your school.  From this page you can also access the Web report 'Certifications by Quarter'.  If your school participates in the Perkins Loan program and would

like to receive enrollment notification files, that request is also made from this page.

The Enrollment Add page no longer exists; you can now add students seamlessly on the Enrollment Maintenance page.

The **Org (Organization) Tab** on the NSLDSFAP website is another important page to keep updated. On the Organization Contact List, be sure to keep the Primary Contact and the Enrollment Reporting Contact up to date. The Late Enrollment Reporting Notification email will be sent to these contacts as well as to the President or CEO of your organization, if your Enrollment Reporting is past due. It is important to keep contacts updated and email contact roles current.

Keep your contact information current on the Organization Contact List page so NSLDS can reach you if needed.

Figure 7-6: Organization Contact List

## 7.7.2 **Viewing Enrollment Data for a Student**

The following three enrollment pages allow users to view the enrollment records that NSLDS has for a student:

- **Enrollment Summary**—Provides an overview of a student's most recent status at every school where enrollment has been reported for that student.

- **Enrollment Detail**—Gives the full details of a student's enrollment information at each school attended as reported to NSLDS.

- **Enrollment Timeline**—Displays a chronology of a student's enrollment status and allows users to check a student's status at a particular point in time to see what status was in effect for that period.

The following sections explain how to use these three options.

## 7.7.2.1 **Enrollment Summary: Selecting a Student to View**

To view a student's enrollment records, you must first search the database for that student.

1.  On the NSLDSFAP website Menu page, look for the Enrollment section and click **Enrollment Summary**. The Enrollment Summary—No Student Selected page will appear (*Figure 7-7: Enrollment Summary*).

    OR

    You can also reach the Enrollment Summary page at any time by clicking the **Enroll** tab, which will cause the Enrollment Summary page to appear.



Figure 7-7: Enrollment Summary

2.  Type in student's identifying information into the corresponding boxes at the top of the page:

    -   SSN

    -   First Name

    -   DOB

3.  Click **Retrieve**. The Enrollment Summary page redisplays with the student's latest

enrollment information.  The information presented is provided to NSLDS by schools and loan holders for the student selected.

If the student has attended more than one school, each school's enrollment summary information is displayed on a separate line. If the student has attended or is attending a school that has not certified enrollment, the school will be displayed with the enrollment information provided by the GA or federal loan servicer.



Figure 7-8: Enrollment Summary

The page also displays the following buttons:

- **Enrollment Detail**—displays the Enrollment Detail page, where you can view the full details of a student's enrollment information at each school attended.

- **Enrollment Timeline**—displays the Enrollment Timeline page, which shows a chronology of a student's enrollment status and allows you to check a student's status at a particular point in time.

- **Subsidized Usage**—displays the Subsidized Usage page, where you can view details of a student's program enrollment at each school attended. It also shows a student's subsidized usage information in accordance with the 150% Subsidized Loan Limit.

- **Enrollment Maintenance**—displays the Enrollment Maintenance page, where

you can make changes to the student's enrollment information.

- **Enrollment Push to Roster**—displays the Enrollment Push to Roster page which allows you or a data provider to "push" the retrieved student to another school's enrollment roster the next time it is generated. This functionality is useful for when a student transfers to another school, the current school can "push" the student to the new school's roster, to ensure there is no interruption in enrollment.

## 7.7.2.2 **Enrollment Summary: A Closer Look**

Enrollment Summary provides a quick overview of a student's most recent status at every school where enrollment has been reported for that student. Whenever possible, the Enrollment Summary page displays enrollment information reported by schools. It only displays information reported by GAs or the federal loan servicers when they have reported on a particular student but the school has not.

The Enrollment Summary page contains the following information:

- **School Name**—the name of the school at which enrollment was reported for the student. Click the school name to link to the school's Organization Contact List page. If the student's enrollment was not reported by the school, a small warning icon appears after the school's name.

- **OPEID**—the combination of the 6 digit school code and the 2 digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1.  If more than 199 locations, the first digit is then incremented to 2, and so forth. (Examples:  location 00 = 06789900,  location 101 = 16789901, location 202 = 26789902)

- **Most Recent Status**—the status most recently reported for the student at that school. Users wanting to view the full history of a student's status at one or more schools should navigate to the Enrollment Detail page.

  – NSLDS displays an enrollment status of "Moved" when a school has used the "Move To" function to report the student at a different location.

- **Eff. Date** —the Effective Date is the date when the most recently reported enrollment status took effect. For example, if the student completed their course of study on 03/01/2014, the school will report the enrollment status of G with an effective date of 03/01/2014.

  The following special rules apply:

  – NSLDS sets the Effective Date equal to the Certification Date for Enrollment Status 'X' (Never Attended) or 'Z' (No Record Found) when it is

not reported by the school.

– NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with an Enrollment Status of 'D' (Deceased).

- **ACD**—the Anticipated Completion Date is the date when the student completed, or is expected to complete, his or her studies. The following special rules apply:

  – Anticipated Completion Date is not required for Enrollment Status 'X' (Never Attended), 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).  Providing an ACD with the status 'L' will be required with the fixed width and CSV record layouts.

  – NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).

  – NSLDS sets the Anticipated Completion Date equal to the Effective Date for Enrollment Status 'G' (Graduated).

- **Cert. Date**—the Certification Date is the date a school certified the enrollment information.

- **Cert. Method**—the Certification Method shows the method the school used to certify the enrollment information. The following methods are used:

  – *School Batch*—the school certified the enrollment information through the batch Enrollment Reporting process. This includes files submitted by a Servicer on behalf of a school.

  – *NSLDS Web*—the school certified the enrollment information using the Enrollment Maintenance page.  This page is reached from the Enrollment Summary, Enrollment Update, and the Enrollment Submittal pages.

  – *ED Authorized*—NSLDS certified enrollment information when students are affected by a school's closure, merger, or loss of eligibility.

  – *Clearinghouse Contract* - certified enrollment information from schools that use the Clearinghouse as their enrollment servicer.  Per contract with FSA, the National Student Clearinghouse provides the school certification in response to a student borrower list containing ED held loans, in addition to the response that will be provided to a scheduled school roster.

  – *N/A*—the enrollment information has not been certified by the school.

**Sources other than schools do not certify enrollment data.** If an Enrollment Summary record is based on non-school data, the Cert. Date and Cert. Method boxes for that record will display 'N/A' (Not Applicable).  Only school certified records are considered "actionable" by the Department.  **This means, it is the school data that**

**drives the servicing activities for a student borrower.**

## 7.7.2.3 **Enrollment Detail: Getting the Full Picture**

The Enrollment Detail page allows schools and loan holders to view the full record of student enrollment reported to NSLDS. There are two ways to view Enrollment Detail on the Enrollment Summary page:

1.  If the student has one or more schools listed, click the **blue number** next to the school whose records you wish to see (*Figure 7-8: Enrollment Summary*) or

2.  To view all schools listed, click **Enrollment Detail**.

The Enrollment Detail page appears (*Figure 7-9: Enrollment Detail*). The detail information you selected is shown in the table at the bottom of the page.

Figure 7-9: Enrollment Detail

To return to the Enrollment Summary page, click the **blue arrow** in the upper left corner of the Enrollment Detail page.

## 7.7.2.3.1 Using Advanced Display Options for Enrollment Detail

**Advanced Display Options**, located in the center of the Enrollment Detail page, allow you to limit or expand the number of enrollment records displayed on the page. This may be useful to you when a student has many enrollment detail records and you need to see, for example, only records from a specific school or within a certain date range. You can also choose how the enrollment data are sorted. For example, you can sort by Effective Date, 8-digit OPEID, or Anticipated Completion Date, depending on your needs.

To use this feature:

1.  Select the options you wish to use by clicking on the corresponding lists and clicking the desired value. You can also type in the **Begin Effective Date** and/or **End Effective Date**.

2.  Click **Apply**. The Enrollment Detail page will appear again, showing only the records you specified using **Advanced Display Options**.

The following **Advanced Display Options** are available:

*   **Enrollment At**— allows you to select enrollment information about all the schools the student has attended or about an individual school identified by name and 8-digit OPEID.

*   **Show Records**—allows you to select which records to view:

    –   *All Active and Inactive*—allows you to view a complete record of the enrollment information that was reported to NSLDS and when it was reported. If you select this option, you should distinguish between active records (which contain current information about a student's enrollment history), and inactive records (which contain enrollment information previously reported to NSLDS which is no longer current).

    –   *Active Only*—active records collectively constitute NSLDS' current understanding of a student's enrollment history. (Inactive records contain enrollment information that was reported to NSLDS at some time in the past but was corrected at a later date.) Showing all active records allows you to view a complete record of a student's enrollment history in the NSLDS database.

    –   *Active Only, Changes Only, Earliest Certified*—allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the first Certification Date on which they took

effect.

– *Active Only, Changes Only, Latest Certified (Default Setting)*—allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the last Certification Date on which they were in effect.

• **Reported By**—allows you to display only the enrollment information reported by specific types of organizations.

– *All*—allows you to view information reported by both schools and non-school organizations.

– *Schools (Default Setting)*—allows you to view only information reported by schools.

– *Non-Schools*—allows you to view only information reported by GAs and federal loan servicers.

• **Sort Schools By**—allows you to select the order in which the schools the student attended are displayed on the page.

– *OPEID (Default Setting)*—presents the schools in numerical order by their 8-digit OPEID number.

– *Name*—presents the schools in alphabetical order by the school name.

– *Merge Schools*—combines enrollment information from all the schools the student attended in a single table.

• **Sort Records By**—allows you to select the order in which records for a student's enrollment at a given school are displayed.

– *Reported By, Certification Date (Default Setting)*—performs a primary sort on Reported By and a secondary sort on Certification Date.

– *Reported By, Effective Date*—performs a primary sort on Reported By and a secondary sort on Effective Date.

– *Reported By, Anticipated Completion Date*—performs a primary sort on Reported By and a secondary sort on Anticipated Completion Date.

– *Date Received*—performs a single sort on the date when NSLDS received the information. This sort is the only sort that mixes records reported by schools with records reported by GAs and other organizations. It can help you determine the order in which enrollment information was reported to NSLDS, regardless of effective date.

- **Begin Effective Date**—allows you to display only records with an Effective Date later than or equal to the date you enter.

- **End Effective Date**—allows you to display only records with an Effective Date earlier than or equal to the date you enter.

## 7.7.2.4 **Enrollment Detail: A Closer Look**

The Enrollment Detail table (located at the bottom of the Enrollment Detail page) displays the following information for each enrollment record that matches the **Advanced Display Options** you selected:

- **School Name and OPEID—**the name and OPEID of the school where enrollment has been reported for a student. This information normally displays on a separate row that divides the records for enrollment at one school from the records for enrollment at another school. When you select Merge Schools as the option for Sort Schools By, schools' 8-digit OPEIDs display in a single column at the left side of the Enrollment Detail table.

- **Reported By**—identifies the type of organization that reported the enrollment information.

- **Reported By ID**—contains the organizational code, such as the OPEID or GA number, for the organization that reported the enrollment information.

- **Status**—the student's enrollment status.

  – Includes students with enrollment statuses of 'F' (full-time), 'Q' (quarter-time), 'H' (half-time), 'L' (less than half-time), 'A' (leave of absence), 'G' (graduated), 'W' (withdrawn), 'D' (deceased), 'X' (never attended), or 'Z' (no record found).

  – NSLDS displays an enrollment status of "Moved" when a school has reported the student at a different location.

- **Eff. Date**—the Effective Date is the date when the reported status change took effect. The following special rules apply:

  – NSLDS sets the Effective Date equal to the Certification Date for Enrollment Status 'X' (Never Attended) or 'Z' (No Record Found) when it is not reported by the school.

  – NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with Enrollment Status 'D' (Deceased).

  – Example: Student completed their course of study on 03/01/2014; therefore their school will report the enrollment status as G with an

effective date of 03/01/2014.

- **Active**—an identifier that indicates whether a record reflects a valid enrollment status in the NSLDS database.

    – *Yes*—indicates that the record is active.

    – *No*—Indicates that the record is no longer active. This means the record contains enrollment information that was reported to NSLDS at some point in the past but was subsequently corrected by a later submission. For example, a student was reported with a full-time status beginning September 30, but the school subsequently reported that the full-time status was effective July 30. The September 30 record will be coded with 'N'.

- **ACD**—the Anticipated Completion Date, which is the date when the student completed, or is expected to complete, his or her studies. The following special rules apply:

    – Anticipated Completion Date is not valid for Enrollment Status 'X' (Never Attended), 'Z' (No Record Found), and 'W' (Withdrawn).

    – NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).

    – NSLDS sets the Anticipated Completion Date equal to the Effective Date for Enrollment Status 'G' (Graduated).

- **Cert. Date**—the Certification Date is the date as of which the school certified the enrollment information to be accurate.

- **Cert. Method**—the [NSLDSFAP](NSLDSFAP) website will display the Certification Method used by the school to certify the enrollment information as one of the following methods:

    – *School Batch*—the school certified the enrollment information through the batch Enrollment Reporting process.

    – *NSLDS Web*—the school certified the enrollment information using the Enrollment Maintenance page.

    – *ED Authorized*—NSLDS certified enrollment information when students are affected by a school closure, merger, or loss of eligibility. This process was first run on 06/20/2007, for all schools in NSLDS with open enrollment at closed, merged, and ineligible schools.

    – *Clearinghouse Contract* - Certified enrollment information from schools that use the Clearinghouse as their enrollment servicer.  Per contract with

FSA, the National Student Clearinghouse provides the school certification in response to a student borrower list containing ED held loans, in addition to the response that will be provided to a scheduled school roster.

– *N/A*—the enrollment information has not been certified by the school.

- **Date Received**—indicates the day when NSLDS processed the enrollment information. In cases where different organizations were reporting different information about the same student, or where you suspect that an organization may not have reported information in a timely manner, you can use Date Received to determine when information was reported to NSLDS and in what order.

**Note:** In December 2001, NSLDS converted all existing records to new enrollment tables to begin retaining history. Enrollment records existing on NSLDS during the conversion display a Date Received of 12/26/2001, 12/27/2001, or 12/28/2001. Records added after the conversion are populated with actual Dates Received.

- **Term Begin**—The Term Begin Date that was reported with that particular enrollment record.

- **Term End**—The Term End Date that was reported with that particular enrollment record.

**Sources other than schools do not certify enrollment information.** If an Enrollment Detail record is based on non-school data, the Cert. Date and Cert. Method boxes for that record will display 'N/A' (Not Applicable).

## 7.7.2.5 **Enrollment Timeline: The Whole Story**

The Enrollment Timeline page displays the student's enrollment history chronologically. This format is useful when you need an 'audit trail' showing how each school or data provider reported the student's enrollment over time.

The Enrollment Timeline consists of a series of boxes, each displaying a date range at the top and a table of enrollment data at the bottom. The [NSLDSFAP](#) website adds a new box to the top of the timeline each time the student's enrollment status changes. Ordering is based on the Effective Date of the most recent change. The date range at the top of each box runs from the day after the previous change to the day of the latest change. The rows in the table show the latest enrollment records from every school and data provider that has reported enrollment data for the student. Thus, each box provides a 'snapshot' view of the student's complete enrollment status since the previous status change.

To view the student's enrollment timeline, start at the Enrollment Summary page:

1. Click Enrollment Timeline. The Enrollment Timeline page appears (*Figure 7-10: Enrollment Timeline*).



Figure 7-10: Enrollment Timeline

Click the **blue arrow** at the upper left corner to return to the Enrollment Summary page.

## 7.7.2.5.1 **Using Advanced Display Options**

As on the Enrollment Detail page, you can select **Advanced Display Options** to show specific types of records in the timeline. You can also specify a particular date and the [NSLDSFAP](#) website will display the enrollment record for that student at that time.

The following **Advanced Display Options** are available:

- **Reported By**—allows you to display only enrollment information reported by a specific type of organization.

    - *All*—allows you to view information reported by both schools and non-school organizations, such as GAs and federal loan servicers.

    - *Schools (Default Setting)*—allows you to view only information reported by schools.

    - *Non-Schools*—Allows you to view only information reported by organizations other than schools, including GAs and federal loan servicers.

- **Date**—causes the date range containing the date you type to appear at the top of the timeline. You will still be able to scroll up or down to earlier or later time periods. Remember: the date range refers to the Effective Date of the current and previous enrollment status changes.

To use Advanced Display Options:

1. In the Reported By list, click a selection.

2. Type a date in the Date box.

3. Click Apply.

## 7.7.2.6 **Enrollment Timeline: A Closer Look**

The Enrollment Timeline table displays the following information in descending chronological order, from the present to the earliest time period for which any enrollment was reported. All the enrollment information displayed on the timeline is ordered according to Effective Date. Data for each time period is displayed in an individual box. A new box is created only when an organization reports new enrollment information.

- **Statuses in Effect**—the time period in which the enrollment statuses were in effect. This information appears in each box above the rows containing enrollment records.

- **School OPEID**— an institution's unique 8-digit OPEID of the location for which the enrollment is certified.

- **Reported By**—identifies the type of organization that reported the enrollment information.

- **Reported By ID**—contains the organizational code, such as OPEID or GA number, for the organization that reported the enrollment information.

- **Status**—the student's enrollment status.

  – NSLDS displays an enrollment status of "Moved" when a school has reported the student at a different location.

- **Eff. Date**—the Effective Date is the date when the most recently reported status took effect. The following special rules apply:

  – NSLDS sets the Effective Date equal to Certification Date for Enrollment Status 'Z' (No Record Found).

  – NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with an Enrollment Status of 'D' (Deceased).

- **Last ACD**—the Anticipated Completion Date most recently reported to NSLDS for that status. The Anticipated Completion Date is the date when the student completed, or was expected to complete, his or her studies. The following special rules apply when there is no reported date by school:

  – NSLDS sets the Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), and 'W' (Withdrawn) in the batch file and displays blank online.

  – NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).

  – NSLDS sets Anticipated Completion Date equal to the Effective Date for Enrollment Status 'G' (Graduated).

## 7.7.2.7 **Enrollment Push to Roster**

Schools may use the "Enrollment Push to Roster" option to add a student to the roster of another institution. On the Enrollment Summary Web page, the **Enrollment Push to Roster** button opens a new page on which schools may enter the 8-digit OPEID of the institution that will need to certify the student's enrollment. Once the request is submitted, NSLDS adds the student to the next roster of the indicated school.

Figure 7-11: Enrollment Push to Roster

After clicking the Submit button, a message appears that the student was successfully added.

## 7.8   Updating Student Enrollment Data

The Enrollment Update pages allow you to change student enrollment data for your school's Title IV aid recipients. If you are using the batch Enrollment Reporting process, you can use these pages to display your school's Enrollment Reporting roster and correct errors shown in the Error/Acknowledgment file. Updating student enrollment data involves three activities:

1. Retrieving the student records you want to update using the Enrollment Update page.

2. Changing and certifying the enrollment data in those records using the Enrollment Maintenance page.

3. Confirming the new enrollment data using the Enrollment Maintenance Confirm page.

The following section explains how to perform these activities.

### 7.8.1 Getting Started: The Enrollment Update Page

On the NSLDSFAP website Menu page, look for the Enrollment area and click the

**Enrollment Update** link. The Enrollment Update page appears (*Figure 7-12: Enrollment Update*).

OR

You can also reach the Enrollment Update page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the navigation bar (in teal) at the top of the page and click **Enrollment Update**.

Figure 7-12: Enrollment Update

## 7.8.2 **Retrieving All Your School's Enrollment Records**

The quickest way to retrieve enrollment records to update is simply to display them all. This is the equivalent of viewing an Enrollment Reporting roster file in the batch process. Retrieving the roster online provides the most current information NSLDS has and may not match a previously generated roster file. If loans have been loaded for students at your school since the roster file was generated, they will appear online, although they may not have been in your roster file.

If you click **Retrieve** without entering any search criteria, Enrollment Update will retrieve all enrollment records for your school.

1. On the Enrollment Update page, click **Retrieve**. The Enrollment Maintenance page will show enrollment records for your school, 15 at a time. You can use the blue arrows to scroll through the records.

2. Follow the instructions to update and certify your records.

Figure 7-13: Enrollment Maintenance

## 7.8.3 **Retrieving Student Records to Update**

Before you can make changes to students' enrollment records, you must retrieve the records you wish to update. The Enrollment Update page gives you three options for retrieving records:

1.  Retrieve ALL enrollment records for your school by simply clicking **Retrieve**. This is equivalent to getting your school's most recent roster.

2.  Retrieve and sort a set of records by Student's SSN, Last Name, or Student Designator using the Primary Search Options.

3.  Retrieve a smaller and more specific set of records using Advanced Search Options.

The following sections describe how to use each of these options.

### 7.8.3.1 **Narrowing the Search: The Primary Search Options**

You can limit the number of enrollment records retrieved, and control the order in which they are displayed, by entering criteria in the Primary Search Options box.

1.  In the Primary Search Options box, click the Retrieve/Sort By list to display the three retrieve/sort options. These are:

    -   **SSN (Default)**—displays student records in ascending numeric order by student SSN.

    -   **Last Name**—displays student records in ascending alphabetic order by student last name.

    -   **Student Designator**—displays student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.

2.  Click the Retrieve/Sort By option you wish to use.

3.  In the **Begin Value** box, type the letters or numbers you wish to use as the starting point of your search.

    -   You can type an entire name or part of a name, SSN, or student identifier as a beginning value for the roster you will retrieve. For example, if you choose "Name" as your Retrieve/Sort By option and type the first few letters of a name, such as 'Rep' the system will retrieve all the student records beginning with those letters and the records that follow.

4.  Click **Exact Match Only** if you want an exact match for the Begin Value you typed.

Keep the following facts in mind:

- When you click **Exact Match Only** with a complete SSN or a unique Student Designator, NSLDS returns only one student record.

- When it is used with last name, **Exact Match Only** returns records for all students with that last name.

5. Click **Retrieve**. When the Enrollment Maintenance page appears follow the instructions to update and certify your records.

## 7.8.4 Going Further: Using the Advanced Search Options

The **Primary Search Options** alone are adequate for most enrollment maintenance situations. Sometimes, however, you may need to narrow your search using other criteria. The **Advanced Search Options** give you additional flexibility in choosing enrollment records to update.

The Advanced Search Options include the following:

- **Last Name Begin/End**—allows you to retrieve records for students whose last names fall within an alphabetic range. For example, if you enter a single letter (such as 'B') in the Begin Value box, the system will retrieve names that start with B and list them alphabetically (Bailey, Booker, Bush).  Be careful, however, when typing the End value. Type the next letter, after the initial letter of the names(s), you seek, or do not specify an End value. To search for last names that begin with 'Z', leave the End value blank or type 'ZZZZZZZ'.

- **SSN Begin/End**—allows you to retrieve records for students whose SSNs fall within a numeric range. Be careful when typing the End value. An End value containing fewer than 9 digits (such as '99') will not retrieve SSNs that begin with that number but contain more digits (such as '990–00–0000'), since the longer number comes after the shorter one numerically.

- **Student Designator Begin/End**—allows you to retrieve records for students whose designators fall within an alphanumeric range. Be careful when entering the End value.

- **Certification Date Begin/End**—allows you to retrieve records for students who have been certified within a specified date range. The Begin and End values are inclusive; that is, records with a Certification Date equal to the Begin or End date are retrieved, as well as records certified between those two dates. If you re-certify a group of students online, you can, at some later time, set the End date equal to the day before the earlier online session to retrieve all the records you did not re-certify in that session.

- **Anticipated Completion Date Begin/End**—allows you to retrieve records for

students whose ACD falls within a specific date range. The Begin and End values are inclusive; that is, records with an ACD equal to the Begin or End date are retrieved, as well as records with an ACD between those two dates. You can use these options to retrieve all students who are scheduled to graduate at the end of a given semester.

- **Term Begin Date Begin/End**—allows you to retrieve records for students whose Term Begin Date falls within a specific date range.

- **Term End Date Begin/End**—allows you to retrieve records for students whose Term End Date falls within a specific date range.

- **Location**—allows you to retrieve records for students of the 8-digit location when schools share an enrollment administrator for multiple locations.

- **Enrollment Codes**—allows you to search for records with specific Enrollment Codes. By default, Enrollment Update searches for all Enrollment Codes.

To retrieve a student using the **Advanced Search Options**:

1. Select the **Primary Search Options** you want or skip this step to use the default option: SSN. In *Figure 7-14*, for example, the SSN Begin Value has been entered as '6'.

2. Enter the **Advanced Search Options** you want. In *Figure 7-14* for example, only the enrollment code of 'H' has been checked.

Figure 7-14: Enrollment Update

3.  Click **Retrieve**. The Enrollment Maintenance, Advanced Search Options Result page appears (*Figure 7-15: Enrollment Maintenance*). In this example, the page displays enrollment records for students whose SSNs begin with 6 and who have enrollment codes of 'H'. Follow the instructions to update and certify your records.

Figure 7-15: Enrollment Maintenance

When you use the Advanced Search Options, keep the following facts in mind:

- If you do not enter any Primary or Advanced Search Options and accept the default sort on Student SSN, your organization's entire Student Portfolio displays in SSN order on the Enrollment Maintenance page, 15 at a time.

- Advanced Search options are evaluated *together* with Primary Search options. Neither supersedes the other. This means that if your Primary and Advanced Search Options contradict each other, Enrollment Update will not find any records, even though each individual part of the combination would find and display records.

  − For example, if you select an exact match on Student SSN 111-11-1111 as your Primary Search Option and Student SSNs between 555-55-5555 and 888-88-8888 as your Advanced Search Option, Enrollment Update will not

find any records. This occurs even though NSLDS contains enrollment records for a student with SSN 111-11-1111 and for students with SSNs between 555-55-5555 and 888-88-8888.

- As you scroll through the list and update individual or multiple records, the Enrollment Maintenance Page continues to display only those records that match the search options you selected on the Enrollment Update page. To change search options, you must return to Enrollment Update.

## 7.8.5 **Updating Selected Enrollment Records**

The Enrollment Maintenance page displays all enrollment records for your school that match the criteria you entered in Steps 1–3 of the previous section. To update the selected student enrollment records:

1. On the Enrollment Maintenance page, type a recertification date in the **Recertification Date** box, or accept the default date (the current date) displayed by the page. This date is used to populate the **Cert. Date** box of the individual student records you select in Step 2 below.

2. Select the student enrollment records you want to certify. There are two ways to do this:

   - Select the records individually by clicking the check box to the far left of the row with the student's SSN, name, and DOB.

   - Select all the records displayed on the page by clicking **Check All** at the top of the form.

3. Update as necessary the information in the following boxes:

   - **Cert. Date** (Certification Date)—the date you are certifying the enrollment information.

   - **No Progs**. - Click this box to indicate that a student is not enrolled in at least one program. If this field is checked the school is not required to report the student's program-level enrollment data. Student's program-level enrollment data must be reported regardless of whether the program is eligible for Title IV aid. If this field is not checked, the school is required to report the program-level enrollment data.

   - **Location**-The eight-digit Office of Postsecondary Education ID (OPEID) for the location where the student is attending or has attended. The school user can use this field to move a student from one location to another within the same administration group. When a new location code is entered, NSLDS will add the student and the enrollment record to the new location and display "Moved" as

the enrollment status for the prior location.

- **Status**-The Enrollment Code identifying a student's current enrollment status. Select from the drop-down menu to change a currently displayed enrollment code.

- **Eff. Date** (Effective Date)-The date a changed enrollment code took effect.

- **Student Desig** (Student Designator)-Enter an identifier you use on your internal system if you want NSLDS to provide it as part of the Enrollment Reporting process.

- **ACD** (Anticipated Completion Date)-The date when the student completed, or is expected to complete, his or her studies.

- **Term Begin**-Provide the term begin date for the term for which enrollment data is being reported.

- **Term End** -Provide the term end date for the term for which enrollment data is being reported.

- **Add Program**-Click this button to add a new program to the student's record.

- **CIP Code**-The six-digit Classification of Instructional Programs (CIP) code, without a period, identifying a program's academic content

- **Description**- The official CIP title for that CIP code. Not the school's name for the program.

- **Credential Level**-The Credential Level of the program. Select from the drop-down menu to change the Credential Level code.

- **Special Program**-Indicates that the program belongs to one a special program. Select from the drop-down menu to change the special program code.

- **Program Begin Date**-The date on which the student began attending the program.

- **Program Status**-The Program Enrollment Code identifying a student's current program enrollment status. Select from the drop-down menu to change the program enrollment code.

- **Status Effective Date**-The Program Effective Date is the date when the student's current program status first took effect.

- **Program Length**-The Published Program Length and unit of measure for the length of the instructional program in years, months, or weeks as published by the school. You may enter this value in years, months, or weeks, but after it's been submitted the value will be stored and displayed in years or fractions of

years.

- **Weeks in Acad. Yr.**-The Weeks in Title IV Academic Year, the total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.

Figure 7-16: Enrollment Maintenance

For security reasons, the NSLDSFAP website will time out after 30 minutes of inactivity. This means enrollment data that have not been submitted within 30 minutes WILL BE LOST when the NSLDSFAP website automatically logs you off. A warning pop-up button appears 5 minutes before the page times out. Clicking on this button resets the clock for another 30 minutes if clicked before the time listed in the pop-up message.

1. Click **Certify Checked Students** to submit the enrollment data changes.

   • If you click **Reset**, the Enrollment Maintenance page will redisplay with whatever information it displayed when you last retrieved your students' records.

2. If the information you submitted contains no errors, the Enrollment Maintenance Confirm page appears as seen in *Figure 7-17: Enrollment Maintenance Confirm*.

If your information contains errors, NSLDS will display an appropriate message.

Figure 7-17: Enrollment Maintenance Confirm

## 7.8.6 **Confirming Enrollment Information**

To confirm your changes:

1. On the Enrollment Maintenance Confirm page, verify the displayed enrollment information to make sure it is correct and up to date.

2. Click Confirm to apply your changes to the database. The Enrollment Maintenance page redisplays with the updated enrollment information (Figure 7-18: Enrollment Maintenance).

If you click Cancel, you will be returned to the Enrollment Maintenance page, where you can continue to correct or change your enrollment data.

Figure 7-18: Enrollment Maintenance

## 7.8.7 **Enrollment Maintenance: What Happens If…**

When updating student enrollment records, these situations may arise:

You change your mind…

- If you check records but then decide that you do not want to certify them, uncheck the records individually or click Uncheck All at the top of the form. When you uncheck a record, the Cert. Date reverts to the date it was set to before you selected the record, but any other changes you made to enrollment information remain. However, if you leave the page without clicking Submit, those changes will not be applied.

You click the Reset button…

- If you click Reset before you submit the records, Enrollment Maintenance will redisplay the information it displayed when you last retrieved your students' records.  This includes removing the checks from any boxes and the certification date that was applied prior to the reset selection.

Your student disappears…

- Sometimes, submitting and confirming an update to a student's enrollment status causes that student to "disappear" from the Enrollment Maintenance page. This happens under the following circumstances:
  - You update a student's enrollment status to Deceased ('D'), Graduated ('G'), Withdrawn ('W'), Never Attended ('X') or No Record Found ('Z') two consecutive times.
  - You updated a student's enrollment data and the student fell outside the Advanced Search Options you set.  For example, you selected students based on an Anticipated Completion Date Begin of 06/01/2012 and Anticipated Completion Date End of 06/30/2012. You updated all the students to 'G' with an ACD of 06/18/2012, but two students who have not completed their course work. For those two students, you updated their ACD to 12/15/2013.  Once confirmed, the two students no longer fit the Advanced Search Options of an ACD between 06/01/2012 and 06/30/2012.
  - You used the location field to move a student to another location. The student will be removed from the roster of the old location and added to the roster of the new location.

You enter the wrong CIP Code…

- You have two alternatives:

- If you have not yet clicked the Confirm button to certify the enrollment information, including CIP, you will be able to backtrack and fix the incorrect CIP.

- If you have confirmed and thus certified enrollment information containing the incorrect CIP, you will need to inactivate the record by reporting a "Never Attended" or 'X' status with a later certification date and add a new program with the correct CIP code.

## 7.8.7.1 **Handling Update and Certify Errors**

If the information you submitted contains errors, the Enrollment Maintenance Error Message page redisplays (*Figure 7-19: Enrollment Maintenance Error Message*). A small error icon appears to the left of each row that contains an error. In the example below, record number 1 displays an error icon to the left of the record number. Place your cursor over the icon to display the error message associated with that row.



Figure 7-19: Enrollment Maintenance Error Message

There are several ways to correct errors so the enrollment information you updated can be saved in NSLDS:

- Edit the data in the boxes for Cert. Date, Enroll. Code, Eff. Date, and ACD for all records displaying errors.

  - For example, Thomas Gold's record has an error: ensure ACD is greater

> than Certification Date. Thomas's ACD was 05/14/2012. Correct this error (in this instance the error is corrected by changing the enrollment code to indicate a 'G' with the ACD of 05/14/2012) and resubmit as instructed.

- If you are unable to correct an individual record so that NSLDS will accept it, uncheck that record so it is not submitted when you resubmit the other student records you want to certify. Write down the student identifiers for the record, or identify some search criteria that allow you to retrieve and certify it later, after you have done the research needed to submit information acceptable to NSLDS.

- If the records you want to certify contain too many errors or failed edits, you may have to perform the Update process over again. In this case, you can use **Primary Search Options** at the top of the Enrollment Maintenance page to retrieve your school's student enrollment records again. You can also return to the Enrollment Update page and use **Advanced Search Options** to retrieve a different set of records.

See Appendix for Error Code Message detailed information.

## 7.8.7.2 **Adding Student to a School's Enrollment Reporting Roster**

You can add students to your roster instantaneously by using the Enrollment Maintenance page.  Adding updated enrollment for students allows NSLDS to inform the GA or federal loan servicer of the attendance, which allows lenders to put the student in an automatic In-School Deferment. Additionally, the student will be added to your roster for continued monitoring should the enrollment status change.

Adding Title IV aid recipients to your school's Enrollment Reporting roster involves three activities:

1. Changing and certifying the enrollment data in those records using the Maintenance page.

2. Confirming the new enrollment records using the Enrollment Maintenance Confirm page.

The following section explains how to perform these activities.

## 7.8.7.3 **Retrieving Student Records to Add**

To add student enrollment records to your school's Enrollment Reporting roster, you must first determine whether NSLDS contains loan records for those students. If you already have access to student identifier information (SSN, first name, DOB), you can use the Loan History page to search for existing students in the NSLDS database.

1.  Access the Enrollment Maintenance page.

2.  Click **Add Student** to add the student to your roster (*Figure 7-20*).

3.  The Enrollment Maintenance page will display a blank record at the bottom of the page.

4.  Select the individual record by clicking the check box to the far left of the record.

5.  Enter Student Identifiers (SSN, Name, and DOB) and update the necessary campus and program enrollment information.



Figure 7-20: Enrollment Maintenance

Remember:

- The student does not have to have a loan with your school to be added to your roster. Any student with open Title IV aid (even if not from your school) must have enrollment reported.

- If a student you specified does not appear on the Enrollment Maintenance page, it means that there is no record of that student in the NSLDS database. If this happens, check with the data provider to determine why the student has not been added to NSLDS.

## 7.9  Student Contact Information

To report or update student contact information online use the Student Contact Information page, under the Aid tab, which displays a student's postal addresses, email addresses, and phone numbers that have been reported to NSLDS.

Figure 7-21: Student Contact Information

Schools can use the Add Postal Address, Add Email Address, and Add/Update Phone Number buttons to report new information for the student. Remember schools are required to report address information, but email and phone numbers are optional.

Figure 7-22: Add/Update Student Contact Information

Users with a relationship to the student can view historical (all) and valid (good) information based on effective dates and the source of the reported address. Schools that reported contact information for a student can use this page to activate or deactivate a record. School users from the original reporting school will see checkboxes in the 'Good' column (see Figure 7-22).

1. To deactivate a record that was previously known to be good, uncheck the box and click **Update**.

2. To activate a record that was previously known to be historical, check the box and click **Update**.

## 7.10 Enrollment Reporting Profile

The Enrollment Reporting Profile page displays the set up for organizations that report or receive enrollment status information about students receiving federal student aid. The Profile includes file preferences, administrator relationships for different locations, and the reporting schedule one year into the future and one year from the past. Based on the users' security access or use of an Enrollment Reporting Servicer, update capability is initiated from this page. Each section of the Profile will be reviewed in this section.

## 7.10.1  Getting Started: The Enrollment Reporting Profile Page

On the [NSLDSFAP](#) website Menu page, look for the Enrollment tab and click **Enrollment Reporting Profile** on the navigation bar. The Enrollment Profile page appears (*Figure 7-16*).

You can also reach the Enrollment Reporting Profile page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the navigation bar at the top of the page (for Enrollment the color bar is teal) and click **Enrollment Reporting Profile**.

Under the Enrollment Reporting Profile title are three selection buttons. These buttons allow school and ED users with necessary permissions to navigate to the following pages:

- **View Certification by Quarter**— the Enrollment Certification by Quarter page displays a quarterly count by enrollment status of certifications received by NSLDS during the four most recent fiscal quarters. Run at the end of the quarter,

this report evaluates the last enrollment status reported per student that updated NSLDS during that quarter.

- **Request Ad Hoc Roster—** the Ad Hoc Roster Request page allows school users to request an ad hoc roster outside their regular reporting schedule for their own location, or for any location at their school sharing the same enrollment administrator. ED users can request an ad hoc roster for any location at any school. The request is effective immediately, and the roster is generated the next time the batch program runs.

- **Set Up Perkins Notification**— the Perkins Notification Setup page allows a school to indicate its desire to participate in the enrollment notification process by entering a designated SAIG Mailbox (TG Number). The school provides the mailbox to which certified enrollment records of students for whom it holds Perkins loans will be sent in a weekly notification file. The [Notification File format](#) can be found on IFAP, NSLDS Reference Materials, and NSLDS Record Layouts. For more information on this process refer to Perkins Technical Update, [PK-2012-02: Enhancements to NSLDS Enrollment Reporting Including Perkins Data Providers Enrollment Notification Setup.](#)

## 7.10.1.1 **Portfolio Type**

On the Enrollment Reporting Profile Page you can select **Portfolio Type** beneath the three selection buttons listed above. The box allows you to specify a **Portfolio Type.** If you have entered an SAIG Mailbox (TG Number) to indicate that you want to receive Enrollment Notification files, this selection allows you to choose to view the school's enrollment reporting profile for the reporting process or the school's enrollment reporting profile for the enrollment notification process.

Figure 7-23: Enrollment Reporting Profile

The selection of the Portfolio Type will display the appropriate schedule for reporting files (when 'School' is selected) or receiving notification files (when Perkins Lender is selected.)

**Enrollment Reporting Profile**

| View Certification by Quarter | Request Ad Hoc Roster | Set Up Perkins Notification |

**Portfolio Type**

| Portfolio Type: | School ▾ | Switch Portfolio |

**Preferences**

| | |
|---|---|
| Destination SAIG Mailbox: | TG66398 |
| Servicer Name: | None |
| Administrator Name: | None |
| Roster Format: | Single File |
| File Type: | Enhanced Fixed Length |
| Sort Order: | Student SSN |

Update

**Enrollment Administration**

| Administered By: 06789903 - NORTH SOUTH UNIVERSITY - MIDWEST |
|---|
| 06789900 - NORTH SOUTH UNIVERSITY |
| 06789903 - NORTH SOUTH UNIVERSITY - MIDWEST |
| 06789904 - NORTH SOUTH UNIVERSITY - LOS ANGELES |
| 06789905 - NORTH SOUTH UNIVERSITY - SANTA BARBARA |
| Administered By: 06789901 - NORTH SOUTH UNIVERSITY - NEW ENGLAND |
| 06789901 - NORTH SOUTH UNIVERSITY - NEW ENGLAND |
| Administered By: 06789906 - NORTH SOUTH UNIVERSITY - SEATTLE |
| 06789906 - NORTH SOUTH UNIVERSITY - SEATTLE |
| 06789907 - NORTH SOUTH UNIVERSITY - TULSA |
| Administered By: 06789908 - NORTH SOUTH UNIVERSITY - MOBILE |
| 06789909 - NORTH SOUTH UNIVERSITY - NEW ENGLAND GRADUATE SCHOOL |
| 06789908 - NORTH SOUTH UNIVERSITY - MOBILE |
| 06789902 - NORTH SOUTH UNIVERSITY - RENO |

Update

**Future Schedule**

| Date | Type | Purpose | Created By |
|---|---|---|---|
| 05/14/2014 | Scheduled | SPRING TERN ENDS | SCTST5 ONLINE SCHOOL ID TES (10/06/2013) |
| 07/01/2014 | Scheduled | GRADUATION REVIEW | SCTST5 ONLINE SCHOOL ID TES (10/06/2013) |
| 08/29/2014 | Scheduled | FALL TERM BEGINS | SCTST5 ONLINE SCHOOL ID TES (10/06/2013) |
| 11/11/2014 | Scheduled | FALL MID-TERM DROP DEADLINE | SCTST5 ONLINE SCHOOL ID TES (03/28/2014) |
| 01/07/2015 | Scheduled | SPRING TERM BEGINS | SCTST5 ONLINE SCHOOL ID TES (03/28/2014) |
| 03/25/2015 | Scheduled | SPRING MID-TERM DROP DEADLINE | SCTST5 ONLINE SCHOOL ID TES (03/28/2014) |

Update

**Past Schedule**

| Date | Type | Purpose | Created By |
|---|---|---|---|
| 05/14/2013 | Scheduled | SPRING TERN ENDS | SCTST5 ONLINE SCHOOL ID TES (12/24/2012) |
| 07/01/2013 | Scheduled | GRADUATION REVIEW | SCTST5 ONLINE SCHOOL ID TES (12/24/2012) |
| 08/29/2013 | Scheduled | FALL TERM BEGINS | SCTST5 ONLINE SCHOOL ID TES (12/24/2012) |
| 11/11/2013 | Scheduled | FALL MID-TERM DROP DEADLINE | SCTST5 ONLINE SCHOOL ID TES (12/24/2012) |
| 01/07/2014 | Scheduled | SPRING TERM BEGINS | SCTST5 ONLINE SCHOOL ID TES (10/06/2013) |
| 03/25/2014 | Scheduled | SPRING MID-TERM DROP DEADLINE | SCTST5 ONLINE SCHOOL ID TES (10/06/2013) |

Figure 7-24: Enrollment Reporting Profile

## 7.10.1.2 **Enrollment Reporting Profile – Preferences**

The Preferences section displays the established enrollment reporting values. In this section you will notify NSLDS of the new file type you want to use.  Once the preferences are selected, NSLDS will begin generating the roster files in the format and file type that you designate. For schools using an Enrollment Servicer, the Servicer will establish the reporting preferences.

The preferences are defined as follows:

- **Destination SAIG Mailbox**- the Student Aid Internet Gateway (SAIG) TG mailbox established to send and receive enrollment files. This is not an updatable field. TG mailbox changes are handled on [fsawebenroll.ed.gov](fsawebenroll.ed.gov).

- **Servicer Name (Schools Only)**- for schools that signed up to use a third-party servicer to respond to NSLDS Enrollment Reporting roster files, the name of the servicer as provided by SAIG. This is not an updatable field.  TG mailbox changes are handled on [fsawebenroll.ed.gov](fsawebenroll.ed.gov).

- **Administrator Name (Schools Only)** - the name of the designated administrator if one has been established for the retrieved location. Schools may report for their own campus location or set up another location for administration of the Enrollment Reporting process.  The administrator set up is completed on the Enrollment Reporting Profile Page under the Enrollment Administration section.

- **Roster Format (Schools Only)** - default is Single File. For schools that use an Administrator, the Administrator may choose:

    - *Single File* - A single file containing all the students for all locations.

    - *Multiple Files* - Separate files for each of the locations for which the administrator will report.

- **Records Received (Non-schools Only)**- type of notification records received:

    - All Records

    - Changes Only

- **File Type**- the selected report layout style. Valid values are:

    - Fixed Width File

    - Comma Separated Values (schools only)

- **Sort Order**- the method selected to retrieve and display student enrollment records. Valid values are:

    - Student SSN

&mdash;      Student Last Name

You can change a preference value by selecting the Update button under the Preferences section. If the Update button does not appear, the school location has an Administrator or servicer, and only the Administrator or servicer can update the preference values.



Figure 7-25: Enrollment Reporting Profile

## 7.10.1.2.1 **Enrollment Reporting Profile – Preferences Update**

The Enrollment Reporting Preference Update page allows you to establish or change the enrollment reporting preferences displayed on the Enrollment Reporting Profile page. Drop-down selections provide the preference options listed in Figure 7-26: Enrollment Reporting Preferences Update.

Figure 7-26: Enrollment Reporting Preferences Update

Submit and confirm to establish new preference selection.



Figure 7-27: Enrollment Reporting Preferences

### 7.10.1.3 **Enrollment Reporting Profile – Enrollment Administration**

The Enrollment Administration section displays all the locations at a given school that

have student records on NSLDS. Users at school locations can designate any active location sharing their main campus' OPEID to administer their Enrollment Reporting responsibilities. This location then becomes responsible for receiving and returning enrollment reporting rosters for all locations for which it is the administrator.

Locations that have not signed up for the enrollment reporting batch service through www.fsawebenroll.ed.gov will be assigned to the Enrollment Administrator at the lowest numbered location that is set up for Enrollment Reporting.

- **Administered By** - This row identifies OPEID and name of the school location responsible for receiving enrollment roster files and establishing file preferences for locations listed below it. The rows below the Administered By row list the OPEID and the name of the school locations serviced by that Enrollment Administrator.

To assign or change an administrator, click the Update button. Select an **Administered By** location from the drop-down list, and then click **Submit**. Review your selection, and then click **Confirm**.



Figure 7-28: Enrollment Administrator

## 7.10.1.3.1 **Enrollment Reporting Profile – Enrollment Administration Update**

The Update button below the Enrollment Administration section opens a new page

where any school user at the main campus OPEID can establish or revise the Administration set up. More than one location can serve as an administrator. Figure 7-29 shows an administration that has been established regionally.

To assign or change an administrator, click the Update button. Select an **Administered By** location from the drop-down list, and then click **Submit**. Review your selection, and then click **Confirm.**

**Enrollment Administration Update**

| Location | Name | Administered By |
|---|---|---|
| 06789900 | NORTH SOUTH UNIVERSITY | 06789903 - NORTH SOUTH UNIVERSITY - MIDWEST ▾ |
| 06789903 | NORTH SOUTH UNIVERSITY - MIDWEST | 06789903 - NORTH SOUTH UNIVERSITY - MIDWEST ▾ |
| 06789904 | NORTH SOUTH UNIVERSITY - LOS ANGELES | 06789903 - NORTH SOUTH UNIVERSITY - MIDWEST ▾ |
| 06789905 | NORTH SOUTH UNIVERSITY - SANTA BARBARA | 06789903 - NORTH SOUTH UNIVERSITY - MIDWEST ▾ |
| 06789901 | NORTH SOUTH UNIVERSITY - NEW ENGLAND | 06789901 - NORTH SOUTH UNIVERSITY - NEW ENGLAND ▾ |
| 06789906 | NORTH SOUTH UNIVERSITY - SEATTLE | 06789906 - NORTH SOUTH UNIVERSITY - SEATTLE ▾ |
| 06789907 | NORTH SOUTH UNIVERSITY - TULSA | 06789906 - NORTH SOUTH UNIVERSITY - SEATTLE ▾ |
| 06789909 | NORTH SOUTH UNIVERSITY - NEW ENGLAND GRADUATE SCHOOL | 06789908 - NORTH SOUTH UNIVERSITY - MOBILE ▾ |
| 06789908 | NORTH SOUTH UNIVERSITY - MOBILE | 06789908 - NORTH SOUTH UNIVERSITY - MOBILE ▾ |
| 06789902 | NORTH SOUTH UNIVERSITY - RENO | 06789908 - NORTH SOUTH UNIVERSITY - MOBILE ▾ |

Submit    Reset

Figure 7-29: Enrollment Administrator

In this example the Midwest location, 06789903, will now receive enrollment records for the 06789900, 06789903, 06789904, and 06789905 locations. The New England location, 06789901, will administer themselves. The Seattle location, 06789906, will receive the enrollment records for 06789906, and 06789907.  The Mobile location, 06789903, will

receive their records and those for the 06789909 and 06789902locations.

The Administrator determines file preferences. So, in the example above, the 06789902location could not go online and change the file type that has been established by the 06789908. However, if they decide they want to do their own reporting they can update the administration set up to receive rosters and choose the preferences for the files they would receive.

## 7.10.1.4 **Enrollment Reporting Profile – Enrollment Reporting Schedule**

When a school signs up for Enrollment Reporting Services through FSAWebenroll, unless the school selects a reporting schedule, the default schedule determined by the Department will be assigned. The default schedule is set at every 60 days. You may wish to change this default schedule to reflect accurately the frequency of enrollment changes at your school, as well as your own need for timely enrollment data. Schedule information is provided on the Enrollment Reporting Profile Page.

The Future Schedule and Past Schedule section displays the upcoming schedule for your school up to one year in the future and shows the dates for the past one year of previously generated rosters. The page displays the following information:

- **Date**— the date when NSLDS sent or will send an Enrollment Reporting roster, if the organization is a school, or a Notification file, if the organization is a federal loan servicer, guaranty agency, lender, lender servicer, or Perkins Loan school. Dates are displayed up to one year into the future and the past.

- **Type**— the type of file that NSLDS will send the organization. Valid values are:

  – *Scheduled* - A regularly scheduled file. When NSLDS sends an organization a regular file, it automatically schedules another such file for one year in the future.

  – *Ad Hoc* - A file generated for some special reason and not as part of the organization's regular schedule. When NSLDS sends an organization an ad hoc file, it does not automatically schedule another such file for one year in the future.

- **Purpose**— this field allows users to provide a reason for the scheduled or Ad Hoc roster (e.g., drop/add dates, term begin, or term end).

- **Created By**— the User ID of whoever created or updated the schedule that caused the generation of a particular schedule item and, in parentheses, the date created. Valid values are:

  – *Original Schedule* - The date the organization originally signed-up with NSLDS.

– *User Name* - The online user who updated the schedule or requested an Ad Hoc file.



Figure 7-30: Enrollment Reporting Schedule

## 7.10.1.4.1  **Enrollment Reporting Profile – Enrollment Reporting Schedule Changes**

The enrollment reporting schedule can be changed by creating a new schedule or updating the schedule that appears on the **Enrollment Reporting Schedule Update** Page shown in Figure 7-31: Enrollment Reporting Schedule .

Figure 7-31: Enrollment Reporting Schedule Update

## 7.10.1.4.2 **Creating a New Enrollment Reporting Schedule**

This selection allows you to delete your school's existing reporting schedule and create a new one. Submitting a Start Date and a Frequency will create a sample schedule based on those parameters.

To create a new schedule:

1.  On the Enrollment Reporting Schedule Update page, click Create New Schedule. The Enrollment Reporting Schedule Create page appears (Figure 7-30: Enrollment Reporting Schedule Create).

Figure 7-32: Enrollment Reporting Schedule Create

1.  In the **Start Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus 1 year.

2.  In the Frequency box, click a selection. Valid frequencies for schools are:

    *   Every Week

- Every Two Weeks

- Every Month

- Every Two Months

**Note:** A school that selects a frequency of every two months must be especially diligent in notifying NSLDS if a student drops below half-time, withdraws, or graduates. Such enrollment changes must be reported within 30 days to be compliant with reporting requirements.

Valid frequencies for GAs and federal loan servicers are:

- Every Day

- Every Week
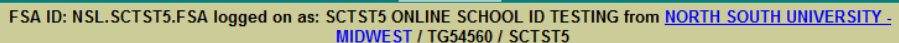
The default frequency is Every Two Months for schools and Every Week for all other organizations.

1.  Click Submit. If you entered a valid start date and frequency, the Enrollment Reporting Schedule Create Confirm page appears (Figure 7-33: Enrollment Reporting Schedule Create Confirm).

Figure 7-33: Enrollment Reporting Schedule Create Confirm

2. Click **Confirm**. NSLDS now voids the original schedule and replaces it with the one you just created. The Enrollment Reporting Schedule Update page appears again, displaying your Schedule successfully created.

You can also discard your new schedule by clicking **Cancel**. The Enrollment Reporting Schedule Create page appears again, showing your original schedule.

*Figure* 7-34: Enrollment Reporting Schedule Create

## 7.10.1.4.3 **Updating an Enrollment Reporting Schedule**

Working with either a newly created schedule or the previously displayed schedule without creating a new one, you can modify the schedule on the Enrollment Reporting Schedule Update page. To change the schedule displayed on the update page you may:

- Remove an existing schedule item:

    – Click the **Cancel** box for that item.

- Change a date for an existing schedule item:

    – Type over a date in the **Date** box with a valid future date in mm/dd/ccyy format.

- Add a reason for the scheduled item:

- Enter the **Purpose** for this scheduled item. This can be helpful for reminders to set future items, such as drop/add deadline, term end date, etc.

- Add new items to the schedule:

    – Click **Add Row** to add another row to the Update Schedule form.

    – In the **Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus one year.

    – In the **Purpose** box, type a reason for the scheduled item.

Figure 7-35: Enrollment Reporting Schedule Update

- Click **Submit**.

- If your updates create a valid schedule, the Enrollment Reporting Schedule Update Confirm page displays the new schedule. Click **Confirm** to apply the changes to NSLDS, or **Cancel** to return to the entry page.

**Note:** If the updates produce a schedule that does not pass the edits applied by NSLDS, Enrollment Reporting Schedule Update redisplays with the appropriate error message. It also places error icons in front of specific schedule items that failed edits. Place your cursor over an icon to display the error message for that item as a ToolTip.

Your personalized schedule now displays as part of the Enrollment Reporting Profile page.

**Future Schedule**

| Date | Type | Purpose | Created By |
|------|------|---------|-----------|
| 05/14/2014 | Scheduled | EVALUATION FOR GRADUATION | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 05/28/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 06/11/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 06/25/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 07/09/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 07/23/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 08/06/2014 | Scheduled | FALL TERM | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 08/20/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 09/03/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 09/17/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 10/01/2014 | Scheduled | MID TERM | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 10/15/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 10/29/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 11/12/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 11/26/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 12/10/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 12/24/2014 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 01/07/2015 | Scheduled | SPRING TERM | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 01/21/2015 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 02/04/2015 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 02/18/2015 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 03/04/2015 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 03/18/2015 | Scheduled | MID TERM | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |
| 04/01/2015 | Scheduled | | SCTST5 ONLINE SCHOOL ID TES (04/09/2014) |

[Update]

**Past Schedule**

| Date | Type | Purpose | Created By |
|------|------|---------|-----------|
| 05/14/2013 | Scheduled | SPRING TERN ENDS | SCTST5 ONLINE SCHOOL ID TES (12/24/2012) |
| 07/01/2013 | Scheduled | GRADUATION REVIEW | SCTST5 ONLINE SCHOOL ID TES (12/24/2012) |
| 08/29/2013 | Scheduled | FALL TERM BEGINS | SCTST5 ONLINE SCHOOL ID TES (12/24/2012) |
| 11/11/2013 | Scheduled | FALL MID-TERM DROP DEADLINE | SCTST5 ONLINE SCHOOL ID TES (12/24/2012) |
| 01/07/2014 | Scheduled | SPRING TERM BEGINS | SCTST5 ONLINE SCHOOL ID TES (10/06/2013) |
| 03/25/2014 | Scheduled | SPRING MID-TERM DROP DEADLINE | SCTST5 ONLINE SCHOOL ID TES (10/06/2013) |

Figure 7-36: Enrollment Reporting Schedule Update

## 7.10.1.5  **Ad Hoc Roster Requests**

Using the Enrollment Reporting Preference top button labeled **Request Ad Hoc Roster,** makes requesting an ad hoc enrollment reporting roster as easy as a single click. The Ad Hoc Roster Request page allows school users to request an ad hoc roster outside their regular reporting schedule for their own location, or for any location at their school sharing the same enrollment administrator. ED users can request an ad hoc roster for any location at any school. The request is effective immediately, and the roster is generated the next time the batch program runs.

Click the button to display the **Ad Hoc Roster Request** page as shown in Figure 7-37: Ad Hoc Roster Request.



Figure 7-37: Ad Hoc Roster Request

To request an Ad Hoc Roster:

1. Check the **Select** box next to the school location for which an ad hoc roster is to be generated.

2. When more than one location displays, request by:

   a. Clicking the check box to the left of the location's Code and School Name, or

   b. Selecting all the records displayed on the page by clicking **Check All** at the top of the form.

3. Click **Submit**.

**Note:** Ad Hoc requests are displayed in the schedule on the Enrollment Reporting Profile page, but only for the location currently displayed on that page. Users at locations that serve as Enrollment Administrators will see ad hoc requests for all the locations they administer on the Enrollment Reporting Schedule Update page. Users at administered locations will only see their own ad hoc requests on that page.

The successful request displays at the top of the Enrollment Reporting Profile page as well as inserting a new line in the future schedule section. Once the Ad Hoc roster has been generated, the Ad Hoc request date will display in the Past Schedule section.

### 7.10.1.5.1 **Enrollment Certification by Quarter**

The Enrollment Certification by Quarter is an online page that displays a quarterly count by enrollment status of certified enrollments received by NSLDS during the four most recent calendar quarters. At the end of each quarter (March 31, June 30, September 30, and December 31), NSLDS evaluates the last enrollment status reported per student that updated NSLDS during that quarter. The school might reference this report to evaluate the pattern of enrollment reporting during various quarters or to compare to records the school has at the end of a specific quarter.

Select the View Certification by Quarter button at the top of the Enrollment Reporting Profile Page. This will display a report page that lists a count of the certifications received by enrollment status during the prior quarters. Note that the count is based on when NSLDS received the certification, not by the certification date.

Figure 7-38: Enrollment Certification by Quarter

## 7.10.1.5.2 **Enrollment Certification Report**

The Enrollment Reporting Certification Report is an extract of active students in the school's portfolio of students. The extract will contain the enrollment status code, status effective date, and the anticipated completion date (ACD) as of the selected extract date. Additionally, NSLDS will provide the date on which each of those fields was first applied to the database. Finally, the extract contains the most recently received certification date for the enrollment data listed and calculates the number of days between that certification date and the extract date.

From the Report List, under the Report tab, select the SCHER4, Enrollment Reporting Certification Report. On the Report Parameters page, enter the date on which you would like the extract to be created. For example, if your school is having an audit for a prior award year, you can enter a date in the past, such as June 30, 2013.

Figure 7-39: Enrollment Reporting Certification Report

The report is provided as an extract file and will be sent to the SAIG mailbox (TG number) of the user that requested the report with message class AHSLDEOP. The file layout is posted on IFAP, under NSLDS Reference Material, NSLDS Record Layouts.

## 7.10.1.6 **Enrollment Notification Override List**

The Enrollment Notification Override List page displays a history of overrides for notification records for specific students or schools that have been requested to ensure the reporting of any certification(s) to a loan holder for that student or school. Some loan holders request that they receive only records that indicate a change in the enrollment status code, the enrollment status effective date, or the anticipated completion date. This override ensures that every certified record will be sent in the enrollment notification file for either that student or that school.

The begin date is the date the request is made (by a loan holder or ED User or Customer Service). The override will continue until the requestor returns to the page to end the

override. The override is only for notification files; therefore, only a school that receives notification files for its Perkins Loan portfolio is authorized for the Enrollment Notification Override function.  Schools with concerns that a loan holder is not receiving their enrollment certifications may call or email the NSLDS Customer Support Center (CSC) at 1-800-999-8219 to request an override.



Figure 7-40: Enrollment Notification Override List

## 7.10.2  **School Monitoring of Certification Records**

NSLDS provides tools for the school to monitor the certification records that have been provided to NSLDS by the school or its school service.  Two reports demonstrate the certification records that have updated NSLDS.

## 7.10.3  **Waiver Process**

A school may apply for a waiver for the Enrollment Reporting process if there are unusual or unforeseen circumstances that prevent the submission of a roster response within the required 15-day period. A waiver has a start and an end date; the end date signifies when the roster cycle will resume. If a waiver is granted, rosters will not be

generated and, while in effect, the school is **not** considered to be out of compliance if the waiver is requested before a previously sent roster has exceeded the return timeframe of 37 days.

Each waiver request is reviewed by the Department and approved or denied on a case-by-case basis. To request a waiver, please call the NSLDS CSC at 1-800-999-8219, or email [nslds@ed.gov](mailto:nslds@ed.gov).  Include with your request an explanation of the events that will cause you to miss the Enrollment Reporting deadline. Generally, the waiver request is due to the anticipation that more than one roster will be missed and must include the start date and expected end date. A waiver can be requested before the late email notification, but not after the distribution of the Late Enrollment Reporting email has been sent.

A waiver request for a deadline that has passed will not be processed once the late email notification has been sent for the missed cycle.

## 7.11 Change in School Eligibility

NSLDS receives school participation eligibility from PEPS. If a school's eligibility to participate in Title IV aid changes, it is the school's responsibility to update all students on its Enrollment Reporting roster before discontinuing participation in the Enrollment Reporting process. Furthermore, a school can choose not to participate in the awarding of Title IV aid, yet still have its students with federal student loans be eligible to receive loan deferments. If a school is eligible for loan deferments only, it must continue to report enrollment for its students through the Enrollment Reporting process. Final updates can be made via batch processing or online.

### 7.11.1  For Schools That Are Closing

Steps to complete the final enrollment reporting roster if your school is closing:

1. The school (or school's servicer) must update their roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z'. If the status is based on the date the school closed, the enrollment status effective date will be the date the school closed.

    A)   'G' (graduated): Provide the status effective date of the student's graduation.

    B)  'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of school's closure.

    C)  'X' (never attended): The status effective date should match the date the student was first reported on the roster.

    D)  'Z' (no record found): The status effective date should match the date the student was first reported on the roster.

2.  Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online and batch access for the Enrollment Reporting Process.

## 7.11.2  **For Schools That Are Ineligible**

Steps to complete the final enrollment reporting roster if your school is ineligible or has become ineligible to participate in Title IV aid, and/or is ineligible to participate in loan deferments only:

1.  The school (or school's servicer) must update their roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z'. If the status is based on the date the school became ineligible to participate, the enrollment status effective date will be the date the school lost eligibility or stopped participating.

    A)  'G' (graduated): Provide the status effective date of the student's graduation.

    B)  'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date the school became ineligible.

    C)  'X' (never attended): The status effective date should match the date the student was first reported on the roster.

    D)  'Z' (no record found): The status effective date should match the date the student was first reported on the roster.

2.  Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online and batch access for the Enrollment Reporting Process.

## 7.11.3 **For Schools That Are Merging**

Steps to complete the final enrollment reporting roster if your school has merged (old school) with another school (new school):

1. The school (or school's servicer) must update the roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z', with an enrollment status effective date that is the date of the school's merger.

    A) 'G' (graduated): Provide the status effective date of the student's graduation.

    B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of school's merger.

    C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.

    D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.

2. Any student who will continue enrollment at the new school must be added to the new school roster with the appropriate enrollment status and the effective date of the merger.

3. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online and batch access for the Enrollment Reporting process for the old school's OPEID.

## 7.11.4 **For Schools That Become a New Stand-Alone Entity**

Steps to complete regarding Enrollment Reporting if your school has separated from another school to become a new stand-alone entity:

1. The school (or school's servicer) must update the roster one final time. All currently enrolled students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z', with an enrollment status effective date that is the date of the school's separation to become the stand-alone entity.

    A) 'G' (graduated): Provide the status effective date of the student's graduation.

    B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of that school's separation to become the stand-alone entity.

    C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.

    D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.

2. The new stand-alone school needs to sign up using the new OPEID to participate in NSLDS Enrollment Reporting through www.fsawebenroll.ed.gov.

3. Students who are currently enrolled and will continue to be enrolled at the new stand-alone school must be withdrawn from the current school OPEID and added to the new school's Enrollment Reporting roster with the appropriate enrollment status and effective date.

If you have any questions regarding your responsibilities for Enrollment Reporting, please call the NSLDS CSC at 1-800-999-8219, Monday through Friday, from 8 a.m. to 9 p.m. ET.

# 7.12 Enrollment Spreadsheet Submittal

Federal regulations governing Title IV student aid programs require schools to monitor and update the enrollment status of students who receive Federal Student Loans. The New Enrollment Spreadsheet Submittal process was created to assist schools in reporting enrollment information at the campus and program level on the NSLDS Professional Access Web site. This process will allow a school to create new spreadsheets containing enrollment information or to be able to respond to enrollment rosters from NSLDS generated in the Comma Separated Values (CSV) format.

These instructions have been created to assist schools with the creation of the spreadsheet, and with usage of the online tool.

## 7.12.1 **Process Overview**

The Enrollment Spreadsheet Submittal is an online tool used by schools to submit enrollment data for Title IV students to NSLDS. Users can create their own spreadsheets or can populate the enrollment data on the Enrollment Spreadsheet Submittal Format. The Enrollment Spreadsheet Submittal Format has been made available on the Federal Student Aid Download (FSAdownload) Web site to assist with ensuring the data in the spreadsheet is correctly identified for submission. Additionally, the spreadsheet can be used to create an ad hoc roster or to update an Enrollment roster in CSV format received from NSLDS. The following sections describe both processes in detail.

## 7.12.2  **Spreadsheet Creation**

The spreadsheet can be created with the first row containing the field names, found in Appendix A-3 of this document or on the Submittal Format downloaded from FSAdownload, or without the field names. Each method will be described in the following sub-sections. NSLDS does not have a preferred method. The decision whether or not to include this row is done at the discretion of the user. When creating the spreadsheet, the New Submittal Spreadsheet File layout found in Appendix A-3 of this document must be used as a reference.

It is imperative that the user created spreadsheet be saved in a secure manner. It is recommended that the spreadsheet have a unique name so that it can be easily identified during the upload process. Please ensure that when saving the file it is saved as a spreadsheet file in a format with an extension of .xls or .xlsx (Excel™ format). Any other extensions will cause the entire file to be rejected.

The spreadsheet has a file size limit of 1,000 KB (1 MB). Any file size over this limit will cause the spreadsheet to be rejected. File size varies depending on the version of software used.

### 7.12.2.1  **Rename Worksheet**

The first step in creating the spreadsheet is to rename the worksheet that will be utilized for data entry, and subsequent data upload. The name of this worksheet must be named "**upload file**" " in order to upload to NSLDS. To rename the worksheet:

- Right click on the worksheet tab name (Figure 7-41).
- Select Rename.
- When the current name of the tab is highlighted, type "**upload file".**
- Click out of the tab and the name will be stored (Figure 7-42).
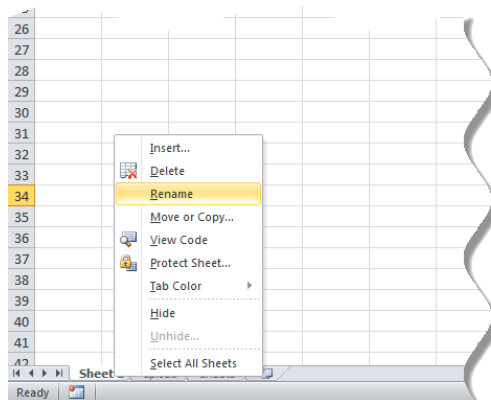
*Figure 7-41: Rename Worksheet*
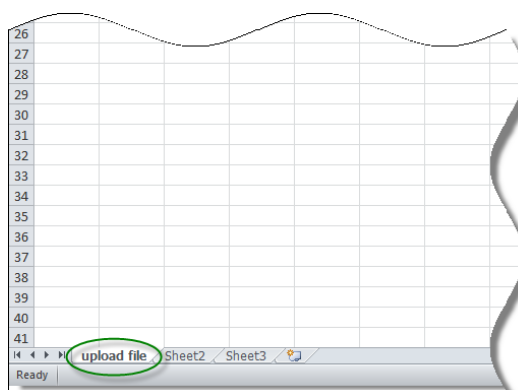


*Figure 7-42: Renamed Worksheet*

NSLDS will look for a worksheet with the name "**upload file**". If the worksheet has any other name, NSLDS will attempt to load the data found in the first tab, or Sheet 1, of the spreadsheet. If Sheet 1 is empty, the user will receive the message "Spreadsheet has no data". So it is suggested that the worksheet be correctly labeled for upload.

Also, NSLDS will only process one worksheet per spreadsheet, per upload. Any other worksheets will be ignored if they are present in the file, as will any records they may contain. If there are additional sheets that need to be submitted, after the first worksheet is uploaded, the school can rename the initial uploaded file to a different name and name the next sheet to "upload file".  Submit the file to NSLDS again, and the new page will be uploaded.

## 7.12.2.2  **Spreadsheet with Field Names**

When creating the spreadsheet with field names, the names of the fields appearing in the Submittal Spreadsheet Layout, as listed in Appendix A-3 of this document, or in Appendix A of the Enrollment Spreadsheet Submittal Instruction Guide, are to be created by the user. The names of the fields must precisely match those presented in the

Enrollment Reporting Guide and each name must be contained within an individual column. The names of the fields will appear in Row One, beginning in column A with "Record Type" and ending in column AY with "Filler". The school will be completing data for submittal in columns A through AV. The user created spreadsheet submittal does not require the inclusion of the Header and Trailer Records as other file layouts do.

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Record Type | Student Current SSN | OPEID | Student SSN Pseudo Indicator | Student Current First Name | Student Current Last Name | Student Current Middle Name | Student Date of Birth | Student Branch Designator Code | Certifica: Date |
| 2 | 001 | 888888888 | 08765400 | R | Anna | Associate | | 19950101 | | 201: |
| 3 | 002 | 888888888 | 08765400 | | | | | | | |
| 4 | 002 | 888888888 | 08765400 | | | | | | | |
| 5 | 003 | 888888888 | 08765400 | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |

*Figure 7-43: Spreadsheet Creation With Field Names*
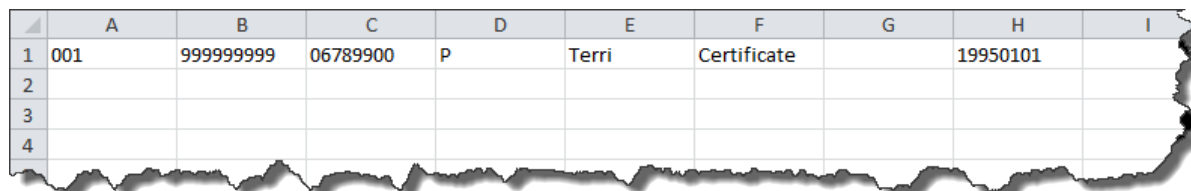
Fields identified as optional do not require data to be provided. However, the column for the field names must still appear in the spreadsheet, even if the data is not being supplied, as shown in Figure 7-44: Spreadsheet Creation With Field Names and Empty Optional Fields.

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Record Type | Student Current SSN | OPEID | Student SSN Pseudo Indicator | Student Current First Name | Student Current Last Name | Student Current Middle Name | Student Date of Birth | Student Branch Designator Code | Certifica: Date |
| 2 | 001 | 888888888 | 08765400 | R | Anna | Associate | | 19950101 | | 201: |
| 3 | 002 | 888888888 | 08765400 | | | | | | | |
| 4 | 002 | 888888888 | 08765400 | | | | | | | |
| 5 | 003 | 888888888 | 08765400 | | | | Optional | | | |
| 6 | | | | | | | Field | | | |
| 7 | | | | | | | | | | |

*Figure 7-44: Spreadsheet Creation With Field Names and Empty Optional Fields*

### 7.12.2.3 **Spreadsheet without Field Names**
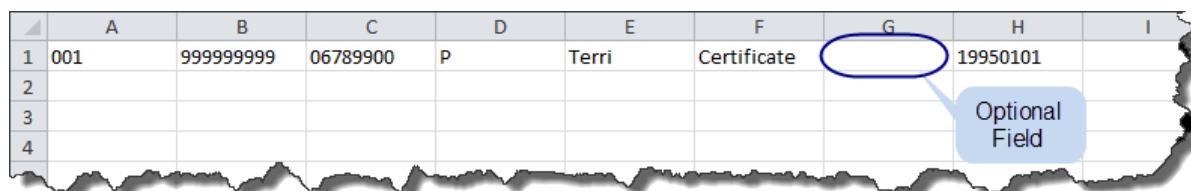
When creating the spreadsheet without field names, Row One of the spreadsheet will contain the first student detail record beginning in column A and ending in column AV. The student detail record is to be completed a single row at a time beginning in Row One of the spreadsheet, with additional records appearing in Row Two and so on. The user created spreadsheet submittal does not require the inclusion of the Header and Trailer Records as other file layouts do.

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 001 | 999999999 | 06789900 | P | Terri | Certificate | | 19950101 | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |

*Figure 7-45: Spreadsheet Creation Without Field Names*

Fields identified as optional do not require data to be provided. However, the column for the field must still appear in the spreadsheet, even if the data is not being supplied, as shown in Figure 7-46: Spreadsheet Creation Without Field Names and Empty Optional Fields.

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 001 | 999999999 | 06789900 | P | Terri | Certificate | | 19950101 | |
| 2 | | | | | | | | | |
| 3 | | | | | | | Optional Field | | |
| 4 | | | | | | | | | |

*Figure 7-46: Spreadsheet Creation Without Field Names and Empty Optional Fields*

### 7.12.3 **Data Entry**

The spreadsheet can be populated with data by typing the data in manually, cutting and pasting from another source, or importing the data into the spreadsheet from another data source or toolset. Spreadsheets assume that all numbers typed into them are going to be used for math purposes. Therefore it automatically removes any zero which precedes a number, as is the case for an OPEID. For example, if the OPEID is typed in as "06789900" it may appear in the spreadsheet as "6789900".

When entering data for detail records it is important that only one record type is

entered per row. The first three columns (columns A–C) will be the same for *all* record types for a single student; these columns will contain the Record Type, Student Current SSN, and OPEID.

After column C, the different record types will offset as not to overlap with each other, so every column heading will be unique.  The last three columns of each record type will be filler, to allow for the addition of new fields later without changing where the existing fields are located:

- — Campus-level records (record type 001) will use columns D–AC of the spreadsheet. (One per student)

    - Columns AD–AF of the spreadsheet are filler.

    - There will only be one campus level row per student, per location.

- — Program-level records (record type 002) will use columns AG–AP of the spreadsheet. (Zero or more per student)

    - Columns AQ–AS of the spreadsheet are filler.

    - Each program for a student will occupy a new row.

- — Email Address records (record type 003) will use columns AT–AV of the spreadsheet. Optional. (Zero or more per student)

    - Columns AW–AY of the spreadsheet are filler.


For example, Terri Certificate (Student A in Figure 7-47) is a student enrolled in one program and has one email address.

- The first three columns (A–C) of each record type for Terri must match.
- Terri's first detail record will be for the Campus-Level data.
    - o Start entering campus data in columns A–AC, as necessary, but leave the remainder of the columns (AD–AV) <u>blank</u>.
- Terri's next detail record will be for the program level data.
    - o Skip columns D–AF and start entering the program data in columns AG–AP, as necessary, but leave the remainder of the columns (AQ–AV) <u>blank</u>.
    - o If Terri is enrolled in more than one program, each program would occupy a new row in the spreadsheet.
- Terri's last detail record will be for Email Address, which will also occupy a new row in the spreadsheet.
    - o Skip columns D–AS and start entering email data in columns AT–AV, as necessary, but leave the remainder of the columns (AQ–AV) <u>blank</u>.
    - o If Terri has more than one email address, each email address would occupy a new row in the spreadsheet.

All record types for each student *must* be grouped, or "bundled" together. The following graph shows a high level example of how a spreadsheet submittal for Student A and B would appear:

| Column A - C | D - AC | AD - AF | AG - AP | AQ - AS | AT - AV | AW - AY |
|---|---|---|---|---|---|---|
| '001' Student A | Campus-Level | Filler | | Filler | | Filler |
| '002' Student A | | Filler | Program-Level | Filler | | Filler |
| '003' Student A | | Filler | | Filler | Email Address | Filler |
| '001' Student B | Campus-Level | Filler | | Filler | | Filler |
| '002' Student B | | Filler | Program-Level | Filler | | Filler |
| '002' Student B | | Filler | Program-Level | Filler | | Filler |
| '003' Student B | | Filler | | Filler | Email Address | Filler |

*Figure 7-47: Spreadsheet Format Example*

The submittal of student detail record data works with the bundle concept. When a school sends a Roster Submittal to NSLDS, the school must group the records for a given student in a single bundle ordered by record type (See Figure 7-47).

If any record types for a particular student have an error, the entire bundle for that student will be rejected with a Bundle Rejected (02) error. All records for that student will need to be resubmitted after the errors are corrected.

The final column (AZ) will be the same for *all* record types and will consist of the Bundle Rejected and other Error Codes, populated by NSLDS. School users should not enter information in these columns.

The purpose of the File Type Offset field in each data record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal process.

## 7.12.4  **Formatting**

Spreadsheet upload was created with various types of formatting issues in mind. While some Enrollment Spreadsheet Submittal fields have specific formatting requirements,

others do not. Please refer to Appendix A-3 of this document or Appendix A and B of the Enrollment Spreadsheet Submittal Instruction Guide, available on FSAdownload, for the formatting of specific fields.

Additionally, the reporting requirements (Mandatory/Optional) for each field are listed in Appendix A-3 of this document. Please note that for Record Type 001 - Campus-Level, the student's phone number fields are considered optional; however, if a phone number is entered all associated fields *must* be populated (Columns Y-AA). The same is true for the entire Record Type 003 - Email Address record as it is considered optional, but if an email address is entered all fields in the record *must* be populated (Columns AT-AV).

## 7.12.5 **Updating a Roster**

While defining the Enrollment Preferences, on the NSLDS Enrollment Profile section of the NSLDS Professional Access Web site, the user has the option of selecting to receive an Enrollment Roster formatted as Comma Separated Values (CSV). The roster will be created in CSV format and delivered to the schools' SAIG TG mailbox based on the established enrollment reporting schedule. This roster format can be updated using spreadsheet software and submitted to NSLDS using the Enrollment Submittal page on the NSLDS Professional Access (NSLDSFAP) Web site, and does not need to be returned using SAIG.

### 7.12.5.1 **Using a CSV File**

The CSV formatted enrollment roster, when retrieved from the SAIG TG mailbox, has either a .DAT extension or a 3 digit numbered extension (e.g. .001, .002, etc.). In order to utilize this file in spreadsheet software, this file needs to be saved using a .CSV extension. This is accomplished by either opening the file and saving it with a .CSV extension or merely renaming the file with the .CSV extension.

Once the file has the .CSV extension, the securely stored file may be opened using spreadsheet software by locating the file. The following steps may help you with this operation; however, please consult the help information for the specific spreadsheet software being used as software may vary slightly.

1. Using EDconnect, download the Enrollment Roster in the message class EFRCDEOP from the SAIG TG mailbox to a secure location
2. Locate the downloaded Enrollment Roster file. (File will have either a .DAT or a 3 digit numbered extension. Example: *efrcdeop.dat, efrcdeop.001*, etc.)

3. Save or rename the file using the .CSV extension (Example: *efrcdeop.csv*)
4. Open the spreadsheet software tool
5. Click File
6. Click Open
7. Locate the previously saved  file with the .CSV extension
   - The file type being browsed may need to be adjusted in order for the file to be located.
   - This is typically done using a drop down box:
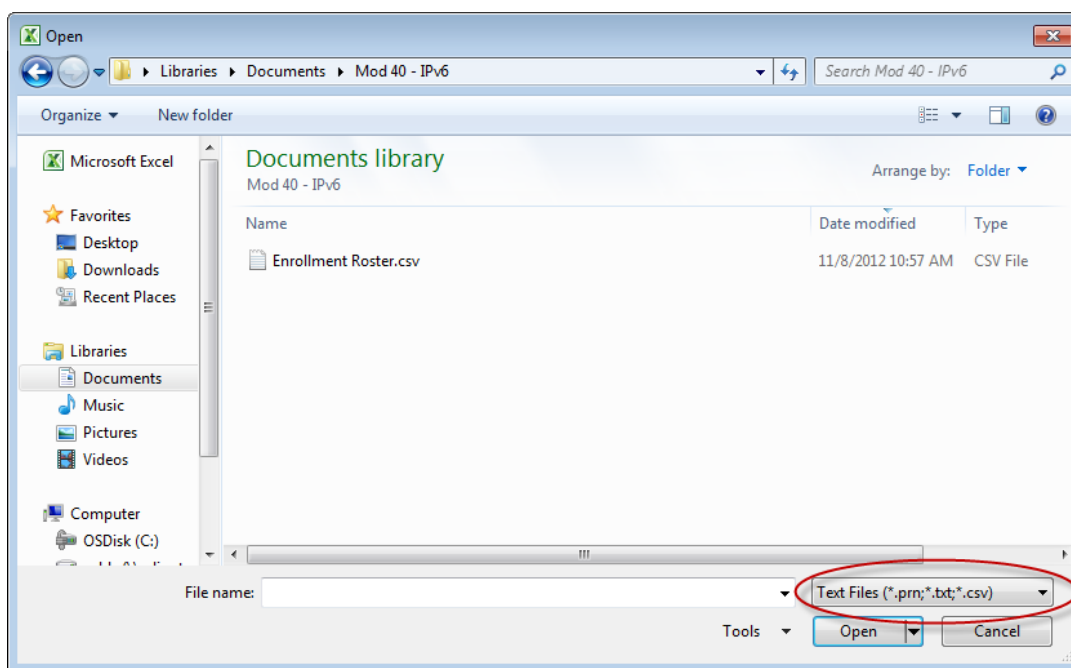


*Figure 7-48: File Extension Drop Down Box*

8. Select the file name
9. Click Open

The file should now open in the spreadsheet software. The first row will be the Header Record and the last row will be the Trailer Record. These records are on the file when it is created by NSLDS and need to be deleted from the spreadsheet prior to using the Enrollment Spreadsheet Submittal process.

The purpose of the File Type Offset field in each data record type on the CSV roster file is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal

process.

If you have previously downloaded the Enrollment Spreadsheet Submittal Format (available on [FSAdownload](#)), the column Field Names (Row One) from this document may be copied and inserted into the spreadsheet now open. The column headings found in the document may assist you with locating the necessary information to be updated, but do not have to be used. The spreadsheet may be submitted with or without the column headings, but should not include a header and trailer record.

Once all updates have been made to the enrollment roster, please ensure that the file is stored in a secure manner and saved in a format with an .xls or .xlsx extension (Excel™ format), rather than the .CSV extension. The file must have this format for the web site to recognize it for submittal.
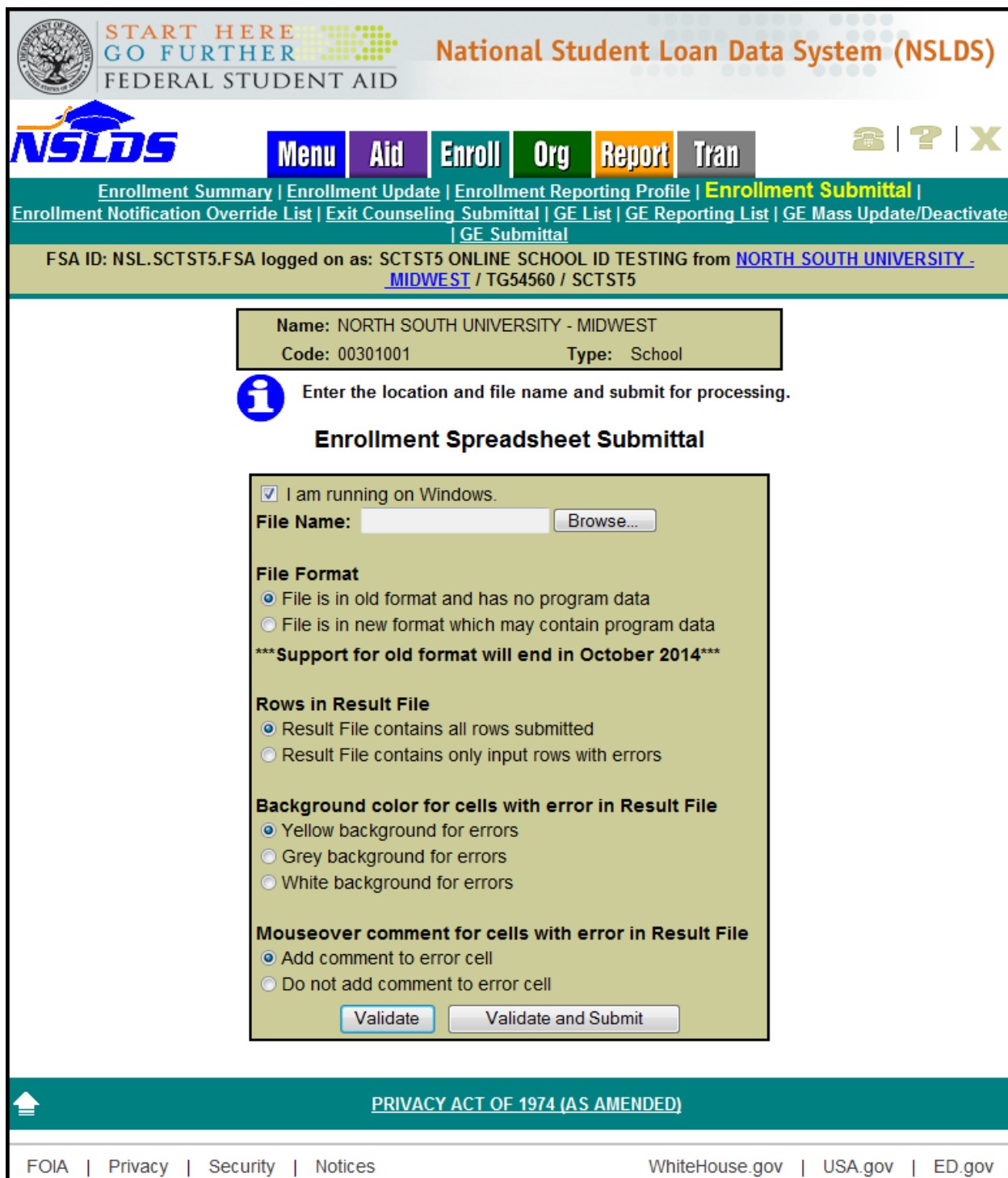
## 7.12.6 NSLDS Professional Access File Upload

### 7.12.6.1 Enrollment Submittal Page

The Enrollment Submittal page is found under the Enroll tab on the NSLDS Professional Access Web site (NSLDSFAP) and allows school users the ability to report Enrollment status changes via spreadsheet submittal. Access to this page is limited to users with Enrollment capabilities.

The page allows the user to use the Browse function to search for the submittal file, and upload it from the location where it is securely stored.  Because of the sensitivity of the information included in the file it must be saved in a secure manner on the local hard drive of the user's computer or stored in a secure manner on an external medium such as a flash drive or network. Once the file is located, the user will then need to select the manner for which errors, if any, will be returned.

*Figure 7-49: Enrollment Submittal Page*

## 7.12.6.2 **Enrollment Submittal Page Results Presentation**

After the Enrollment spreadsheet has been uploaded a validation is done to identify any errors in the file. There are several different ways errors can be displayed. The following section explains the use of each option. The default options appear but a school may select other options in each selection prior to clicking the Validate or Validate and Submit buttons.



*Figure 7-50: Results Presentation*

- **File Format**–Indicates the file format being submitted. The default is *File is in old format and has no program data*.
    - **File is in old format and has no program data**–The file being uploaded does not contain Program-Level enrollment data. Support for old format will end in October 2014.
    - **File is in new format which may contain program data**– The file being uploaded contains Program-Level enrollment data.

- **Rows in Result File**–Indicates what rows will be returned after validation has been completed. The default is *Result File contains all rows submitted*.
  - **Result File contains all rows submitted**–All rows on the submittal spreadsheet will be present in the Result File. Records with one or more errors will have data present in the error columns and records without errors will have no data present in the error columns.
  - **Result File contains only input rows with errors**–Only rows from the submittal spreadsheet that contain one or more errors will be included in the result file.

- **Background color for cells with error in Result File**–Indicates what color the cells which contain errors will be after validation has completed. Data cells with errors will be indicated by a color highlight. The default is *Yellow background for errors*.

- **Mouseover comment for cells with error in Result File**–Indicates whether or not the Result file, which is created after validation has completed, contains comments which appear when the mouse is moved over the field containing the errors. Regardless of the selection made, the error codes and messages will appear on the far right hand side of the spreadsheet Results file. The default is *Add comment to error cell*.
  - **Add comment to error cell**–A red Tooltip triangle will appear in the cell which houses the field in error. When the computer mouse is moved over field with an error, the error message(s) applicable to this field will appear on the screen.
  - **Do not add comment to error cell**–The red Tooltip triangle will not appear.

- **Validate/Validate and Submit**–There are two options for validating data.
  - **Validate**–The system will review all data in the spreadsheet for errors. No data will be loaded to NSLDS during the validation process. Result data will be presented to the user according to the Result File preference selected. This allows for errors to be corrected before submitting the file. To load the data to NSLDS, the upload process MUST be repeated by selecting the Validate and Submit button.
  - **Validate and Submit**–The system will review and validate all data in the spreadsheet, even if it was previously validated. Any data without error will be submitted and stored in NSLDS. Result data will be presented to the user according to the Result File preference selected.

> The user MUST click the **Validate and Submit** button for the data to be processed and updated on NSLDS.

Once the submittal file has been validated, by either the Validate or Validate and Submit, a message will display on the screen with the number of records in error and the number of total records in the spreadsheet. A pop-up box will appear with the option to Open, Save or Cancel the Result File created by the submission.



*Figure 7-51: Number of Errors Example*

If Open is selected, the Result File will open in the computer's default spreadsheet software and the errors in Column AZ will be presented in the manner previously selected on the Enrollment Submittal Web page. The file will retain the same name as it was uploaded, however "- Results" will be appended to the end of the name. For example, if the name of the spreadsheet submitted is "Enrollment.xlsx" then name of the Results file will be "Enrollment – Results.xlsx".

## 7.12.7  **Working Errors**

All records are validated against the edits described in Appendix D of this document, and in Appendix B of the Enrollment Spreadsheet Submittal Instruction Guide available on FSAdownload, and any errors will be identified in Column AZ of the Results file, and also in pop-up mouseover comments if that option was selected.

*Figure 7-52: Results File with Yellow Highlight and Tool Tip*

Users can make corrections to the data in the Results file or the original submittal file. Additionally, the user can rename the Results file prior to re-submitting it in order to keep a record of what has been submitted. Regardless of which method is used, any records with errors must be re-submitted to NSLDS for processing.



*Figure 7-53: Results File with Error Column*

If records or rows need to be removed from the worksheet, the Delete row function must be used in order to ensure that all data is removed from the spreadsheet. NSLDS does <u>not</u> recommend using the Clear function the spreadsheet software provides.

# 7.13 Enrollment Reporting Batch

## 7.13.1 Batch Enrollment Data Transmission: The Basics

The Batch Enrollment Reporting process involves transmitting files electronically over SAIG, and this chapter will explain how you can do so. Schools with a large population find batch processing to be an efficient method of data exchange. In batch processing, the Enrollment Detail records are received from NSLDS as a single file (the Enrollment Reporting roster file), fully processed in your school's (or servicer's) computing environment, and then transmitted back to NSLDS—again as a single file (the Submittal File). This is the most efficient method for processing large quantities of data.

The Department's SAIG is used to send and receive batch enrollment data electronically. You can log on to SAIG from a mainframe computer or personal computer (PC) to send and receive data through the SAIG facility for batch file processing. You must have the latest EDconnect software or other mainframe process to retrieve the file from your SAIG mailbox.
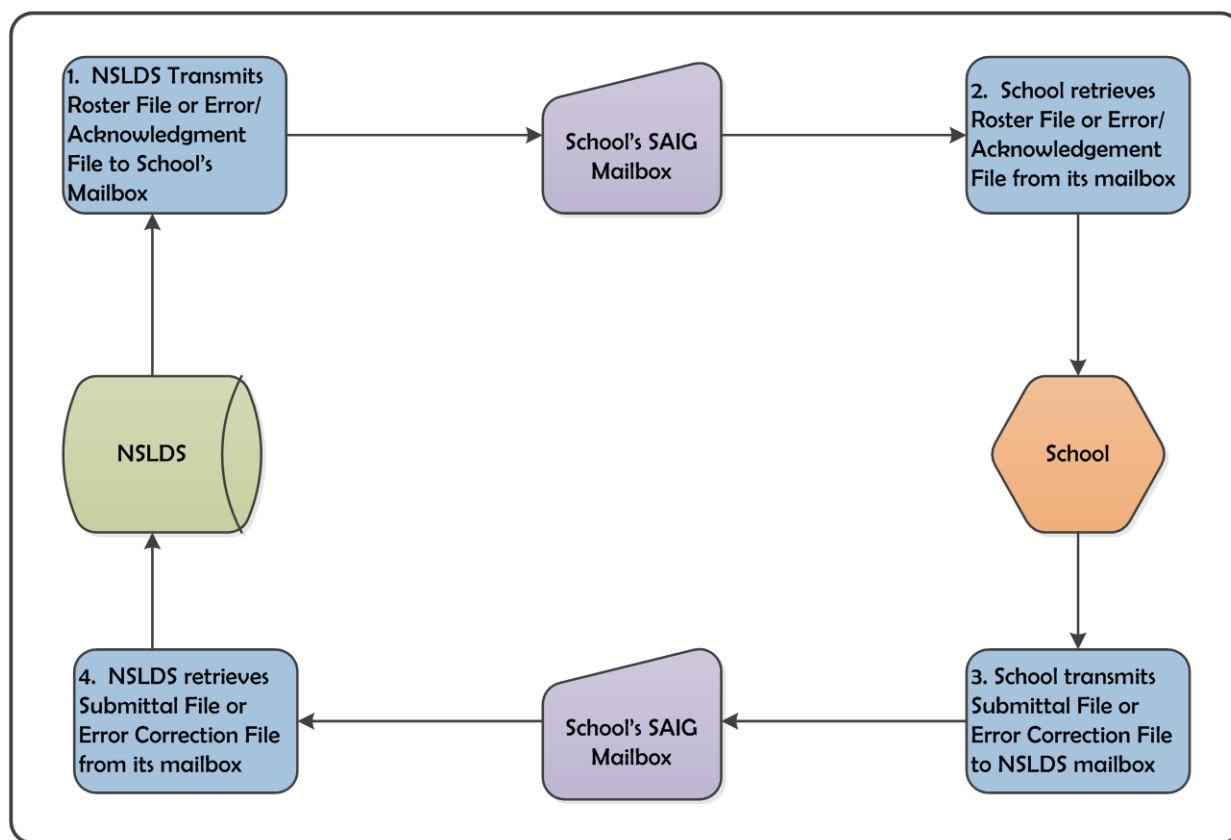


Figure 7-54: Enrollment Reporting Batch Process Flow

> If you have questions or problems downloading the roster file from SAIG, call CPS/SAIG Technical Support at
> 1-800-330-5947

To provide greater flexibility in reporting enrollment data, NSLDS has implemented additional file types.  Schools indicate the file format on the Enrollment Reporting Profile Preferences section on the [NSLDSFAP](#) website, and NSLDS will initiate the batch roster file in that format type and format preference. (See the Online section for instructions on entering file preferences.)

## 7.13.2 **Identifying Your File Type**

The file types are:

- Fixed-width – a fixed length flat file.

- Comma separated-value (CSV) – flat file with data separated by commas rather than each field required to be a required byte length.  This option allows schools to use spreadsheet software or other school software and convert the data easily into a transmittable file.

### 7.13.2.1 **Identifying Your Data: Message Classes**

NSLDS transmits the Enrollment Reporting Roster file to your SAIG electronic mailbox on the Enrollment Reporting Schedule created by your school. You can then retrieve the Enrollment Reporting Roster file from your mailbox using either mainframe or PC communications software.

The following message classes for the fixed-width file type are used when transmitting enrollment data via SAIG to identify the type of file being sent or received:

- **EFRFLEOP**—Enrollment Reporting Roster File sent to your school by NSLDS on the schedule created by your school.

- **EFSFLEIN**—Completed Submittal File or Error Correction File that is returned to NSLDS.

   The following message classes for the CSV file type are used when transmitting enrollment data via SAIG to identify the type of file being sent or received:

- **EFRCDEOP**—Enrollment Reporting Roster File sent to your school by NSLDS on the schedule created by your school.

- **EFSCDEIN**—Completed Submittal File or Error Correction File that is returned to NSLDS.

Each Roster file has the following structure:

- **Header, Detail, and Trailer Records**—Each Enrollment Reporting Roster file contains a single Header record, multiple Detail records, and a single Trailer record. The Header record identifies the source of the file and the file's preparation/creation date. The Detail records, one or more bundles of detail records for each student, contain current information on file with NSLDS in the mandatory fields as well as data that has been supplied by the school in optional fields.  The record layouts identify the certification date as part of each bundle of detail records. The Trailer record shows the number of Detail records contained in the file.

- **Format Data**—Any Detail records added or data added, updated, or changed must be formatted according to the selected layout type and field definition specifications in Appendix A. Verify changes and check for formatting errors before returning the Submittal File to NSLDS.

- **Record Sequence Numbers/Record Type**—Each Detail record begins with a Record Sequence or Record Type Number, which NSLDS uses to ensure security and audit-ability. Sequence Numbers are sorted by NSLDS in ascending order. Do not change the Record Sequence Number.

- **Student Identifiers**—Each Detail record contains five student identifiers. Three of the five student identifiers are also record identifiers, which NSLDS uses to match Detail records in its database against Detail records returned in the school Submittal File. The student identifiers uniquely identify the Detail record.
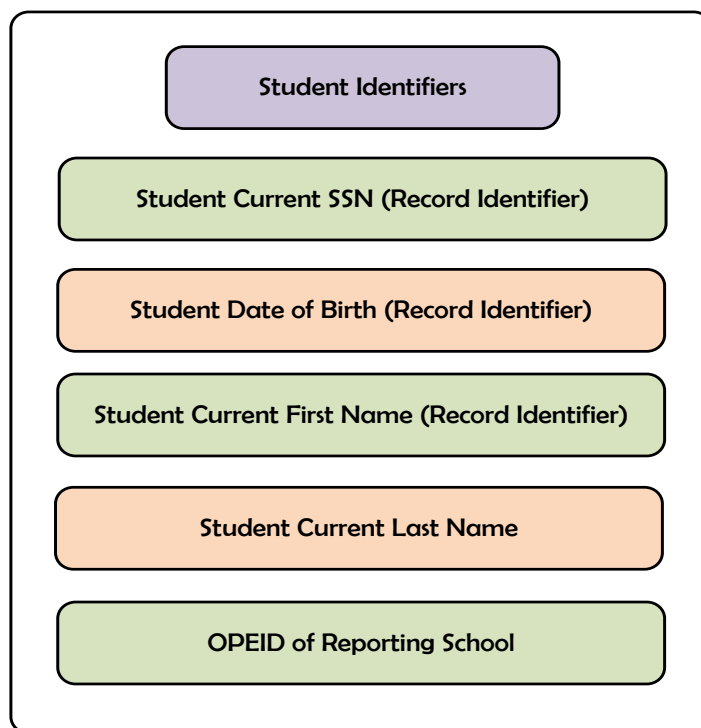
Figure 7-55: Student Identifiers

- **Student Designator**—Schools that do not use the student SSN to identify student registration records may enter the identifier in the Student Designator field provided in the Detail record. NSLDS will not remove or change the Student Designator, so it may be used in later Enrollment Reporting roster files to match records easily. You must not change the SSN provided by NSLDS.

- **Enrollment-Related Fields**—Each Detail record in the Enrollment Reporting roster file includes three enrollment-related fields: Anticipated Completion Date (ACD), code for Enrollment Status (ES), and Enrollment Effective Date. These fields must be reviewed for each record on the Enrollment Reporting roster file and updated with any change. The list of valid Enrollment Status Codes is in Appendix B.

## 7.13.3  **Adding Students to the Roster**

If you are aware of students who should be on the Enrollment Reporting Roster file but who are not, add detail records for each student to the Submittal File. If you use an Enrollment Reporting Servicer, you will need to work with it to have students added to your roster who should be there.

- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo-SSN constructed by the data provider in the absence of the real SSN. This may be found in older

student loans, which were made before Congress required an official SSN on loan applications. A pseudo-SSN is indicated by a P in the Student's Social Security Number Pseudo Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record, and the real SSN is known, contact your data provider. Your data provider will confirm that the NSLDS record and the school record are for the same student. Conflicts in SSN identifiers can be reported to the NSLDS CSC by calling 1-800-999-8219.

- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the Enrollment Reporting Roster until their enrollments are certified a second time with the same status.

It is imperative that the student identifiers in the added records match the student identifiers on NSLDS. Students cannot be added to NSLDS unless the student exists on the database. If a data provider has not reported a loan or grant to NSLDS and the school tries to add the record in a batch process, the student record will be rejected on the Submittal File or Error Correction File.

## 7.13.4 **Processing Enrollment Rosters**

This section explains the following in detail:

- How to receive your Enrollment Reporting Roster file from NSLDS.

- What to expect in the Error/Acknowledgment File you receive back from NSLDS.

- How to build an Error Correction File in response to the Error/Acknowledgment File.

If your school uses an Enrollment Reporting Servicer, you must make sure that the servicer has the latest student enrollment information.

The accuracy of Title IV student loan records depends heavily on the accuracy of the data that your school reports. NSLDS records must be accurately matched with your enrollment records. You should review, update, or verify student enrollment statuses and other information with information that appears on the Enrollment Reporting roster file.

Remember, the Department considers the school the source of enrollment data, not the data providers. Once you certify an enrollment record you become the authority of that enrollment status. It is your responsibility to continue to provide certification of enrollment on all students on your roster. You should correct any errors in reporting that were identified by NSLDS. If the student has existing enrollment in NSLDS and there is an error, the enrollment will not be updated; and if there is no existing enrollment

information, no new enrollment information will be added.

Your Enrollment Reporting Roster will include borrowers with enrollment statuses of 'F' (full-time), 'Q' (three-quarter time), 'H' (half-time), 'L' (less than half-time), 'A' (leave of absence), 'G' (graduated), 'W' (withdrawn), 'X' (never attended), 'Z' (no record found), or 'D' (deceased).

A student with an enrollment status of 'X,', 'Z', 'W', 'G' or 'D' will not be removed from the Enrollment Reporting Roster until two consecutive certifications of the same status are received.

## 7.13.4.1 **Receiving the Enrollment Reporting Roster File**

Based on the Enrollment Reporting Schedule set up by the school and the school portfolio preferences, NSLDS prepares an Enrollment Reporting roster file for your school. This Enrollment Reporting roster contains a portfolio of students identified as Title IV aid recipients that may be new to your school, previously reported as attending your school, recently graduated, or withdrawn.

Enrollment Reporting Rosters are received as follows:

- **Electronically to the school**—Users log on to SAIG to receive the Enrollment Reporting Roster file in an electronic mailbox.

- **Electronically to an Enrollment Reporting Servicer**—Schools using a servicer will not receive the Enrollment Reporting Roster file. The Enrollment Reporting Roster file is sent directly to the servicer.

## 7.13.4.2 **Preparing the Received Roster**

This Enrollment Reporting Roster contains students attending your school, recently graduated, or withdrawn. You can compare a printed copy of the Enrollment Reporting Roster file contents against your registration records, but to do this, you will have to convert the Enrollment Reporting Roster file into a printable format.  The most efficient method for comparing records is to use an automated matching process. Your information technology (IT) department or Enrollment Reporting Servicer has or can develop software to match the records, and then you need to review manually only unmatched records.

It is imperative that the student identifiers in the added records match the student identifiers on NSLDS. Students cannot be added to NSLDS unless current aid is on the database. If a data provider has not reported a loan to NSLDS or COD has not reported a grant and the school tries to add the record in a batch process, the student record will be rejected on the Submittal File or Error Correction File.

## 7.13.4.3 **Matching Student Records**

After receiving the Enrollment Reporting Roster file, you must match the Detail records in that file to the student records in your registration system or other system that maintains current enrollment information. During the matching process, you must be certain that you have a legitimate match. One or more of the student identifiers provided by NSLDS may differ from the information in your school records.

If you are sure your data are correct (based on the reliable source of your data or documentation on file) you must contact the data provider and work with them to make changes. If you cannot resolve the discrepancy with the data provider, you may contact the NSLDS CSC at 1-800-999-8219, Option 3. You will need to provide copies of certain legal documents to make changes.

Enrollment Reporting Roster files received by electronic transmission through SAIG can be processed on a PC. The Comma Separated Value (CSV) file type allows a school to easily download the data into a spreadsheet software tool or database software tool, or perhaps a system of the school's creation.  You can then update the student status and create a file for submission using SAIG or upload using the [NSLDSFAP](NSLDSFAP) Enrollment Spreadsheet Submittal Web page.

## 7.13.4.4 **Updating Student Information**

For each matching record, you must either confirm that the current enrollment provided by NSLDS in the enrollment roster is still valid, or update the enrollment status to the correct value according to the codes in Appendix B. When updating the enrollment status, the enrollment status effective date (ESED) must also be updated to correspond to any change. If the status is correct but the ESED is not, you may correct the ESED without a change of status. The ESED is critical to maintain student loan records and repayment schedules properly, and therefore, must be reported accurately.

- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo SSN constructed by the data provider in the absence of the real SSN. This may be found in older student loans, which were made before Congress required an official SSN on loan applications. Usually a pseudo SSN is indicated by a **P** in the Student's Social Security Number Pseudo Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record and the real SSN is known, contact your data provider. Your data provider will confirm that the NSLDS record and the school record are for the same student. Conflicts in SSN identifiers can be reported to the NSLDS CSC by calling 1-800-999-8219.

- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the Enrollment Reporting roster until two consecutive

certifications of the same status are received.

- **Program-Level data**—Program-Level information in record type 002 must be submitted for every student in your roster, as applicable.

## 7.13.4.5 **Returning the Reporting Roster File as the Submittal File**

After all enrollment records are validated as correct or updated appropriately, the Submittal File is returned to NSLDS via SAIG through the correct message class for the file type you are using.

## 7.13.4.6 **Submittal File Processing**

After receiving the Submittal File, NSLDS edits the file. Detail records that pass all edits are accepted and processed through the remaining steps and updates are applied to NSLDS.

**You have up to 10 business days to correct the errors**. This may be done online or by returning the file as the Error Correction File. Records that have been returned to the school in an Acknowledgment/ Error File are not added to the NSLDS database unless the error is corrected and the record returned to NSLDS.

Note: If you have not received an Error/Acknowledgment File within 48 hours of transmitting your Submittal File, you should contact the NSLDS CSC at 1-800-999-8219. NSLDS does not send notification if the full Submittal File fails. **No news is not good news**. It is your responsibility to be sure your file is received and processed.

## 7.13.4.7 **Error Notification and Correction**

Detail records that fail with one or more edits are returned in the Error/Acknowledgment file. Each Detail record returned has error code(s) appended to the end of the record explaining the rejection. Except for appended error codes, the Error/Acknowledgment File have the same format as the Enrollment Reporting Roster file, but it only contains those records that have an error. Error Codes, Error Messages and their application can be found in Appendix C. After NSLDS receives and processes the file, you will receive one of the following:

- **An Error/Acknowledgment File that contains no error Detail records**—It is an acknowledgment that the Detail records in the Submittal File contained no errors and were added to the database.

- **An Error/Acknowledgment File with error records**—It will contain the Detail records that could not be processed and the applicable error codes.

**Note:** The Trailer record of the Error/Acknowledgment File contains the total number of Detail records received, the total number of accepted records, and the total number of rejected records.

This file serves as the acknowledgment that NSLDS has received and processed the Submittal File. **You should retain a copy of the Error/Acknowledgment File for audit purposes.**

If you received an Error/Acknowledgment File containing Detail records with errors, you must correct the errors and return the file as the Error Correction File **within 10 days**. You should build and return the Error Correction File the same way you built and returned the submittal file. Refer to the appropriate File record layout specifications in Appendix A for formatting differences. The error codes are provided at the end of each Detail record.

If you have not received an Error/Acknowledgment File within 48 hours of transmitting a submittal or correction file, you should call the NSLDS CSC at 1-800-999-8219.

## 7.13.4.8  **Ad Hoc Reporting**

Because Enrollment changes must be reported within 30 days, or on an Enrollment Reporting Roster if it is to be received by NSLDS within 60 days of the enrollment change, there is a chance that not all scheduled rosters will fulfill this requirement. You can fulfill this requirement by Ad Hoc reporting. Ad Hoc reporting may be done by requesting a file from NSLDS or by creating your own Submittal File.

- You can request a previously unscheduled roster file by requesting an Ad Hoc Roster using the Enrollment Reporting Profile page on the [NSLDSFAP](#) website under the Enroll tab. The ad hoc file is created the next processing day and will be sent via SAIG. It may be updated and returned as a Submittal File through SAIG.

- You can also submit an unscheduled Submittal File (Ad Hoc) containing detail for enrollment status changes (created on a PC or mainframe). The file is created using the file layout type of your choice for a Submittal File.

You can also fulfill the requirement of notifying NSLDS of the enrollment change by going online and updating the individual students who have had a change.

## Appendix A – Enrollment Reporting Roster File Record Layouts

This appendix defines the layouts for each record within the Enrollment Reporting roster files and each field within the records. You must ensure both the accuracy of the reporting data and correct placement and coding of the data within the files

The Enrollment Reporting Roster file and the submittal file have the same record layout. The Error/Acknowledgment File and the Error Correction File have the same record layout.

Appendix A includes the following layouts:

- – A-1: Fixed-Width

- – A-2: Comma Separated Values

- – A-3: Submittal Spreadsheet Layout

Each field definition includes the following information, depending on file type:

- • **Pos FR** – (Position From) – starting position of the field (Fixed Width layout only)

- • **Pos TO** – (Position To) – ending position of the field (Fixed Width layout only)

- • **Attribute –** Brief, descriptive title of the field

- • **Description**—Short narrative definition of the field

- • **Field Format**—Indicator of the kind of value that must be in the field, as follows:

  - – *Char. (Character)* denotes a field that may contain spaces, letters, or numbers in any combination—for example, 17 Magnolia Street. Character fields not specifically reported must be filled with spaces. If a field is said to require a value 'greater than spaces', the field must contain at least one letter or number.

  - – *Num. (Numeric)* denotes a field that must contain only numbers—for example, 12345 as a Detail Record Count in a trailer record. Letters, special characters, or spaces in a numeric field are invalid. An entry of T491_24, for example, would not be accepted. Unless otherwise specified in the record layout, numeric fields not specifically reported must be filled with zeroes.

  - – *Date* fields must contain only numeric data, 8 digits, and appear in the format CCYYMMDD, where:

    - ⇒ CC = 2-digit century

⇒ YY = 2-digit year

⇒ MM = 2-digit month designation (01–12)

⇒ DD = 2-digit day designation (01–31, depending on the month and year)

Under this convention, an entry of **20140430** would be accepted, but **043014** would not. Unless otherwise specified in the record layout, date fields not specifically reported must be filled with zeroes.

- **Lth (Length)**—Number of bytes the field occupies (Fixed Width layout only)

- **Mandatory/Optional—**Instructions indicating whether the field must contain data other than spaces or zeroes are described below:

  - **M** *(Mandatory)*—You must fill in this field for every Detail record.

  - **O** *(Optional)*—You may fill in this field if the information is available.

The following apply only to the Submittal Spreadsheet Layout:

- **Col**. (Column) – the column in the spreadsheet that contains the field (Column A, B, C, etc.)

- **Rec**. **Type** – the record type that the field is populated for (All, 001 – Campus-level, 002 Program-level, etc.)

## A-1: Fixed-Width

NSLDS sends fixed-width Enrollment Roster and Error/Acknowledgement files to schools using SAIG message class EFRFLEOP. Schools should return fixed-width Roster Submittal and Error Correction files to NSLDS using SAIG message class EFSFLEIN.

### *Enrollment Reporting File Header Record*         *Length = 410*

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 1 | 3 | Record Type | '000' indicates header record. | Char. | 3 | M |
| 4 | 12 | Filler | Filler | Char. | 9 | M |
| 13 | 20 | File Content ID | Content of the file is indicated by this ID. This field is not edited.  On a submittal file the reported ID is returned to the originator of the file in the NSLDS response.  Submitter can use this field as they see fit to indicate file content.<br><br>When NSLDS generates the initial Roster, the file content ID contains:<br>• "SERVICER" when the file contains multiple OPEID's different at the six-digit level.<br>• OPEID when the file is split into multiple files due to a split file preference.<br>• First six positions of OPEID when the file is not indicated to be split. | Char. | 8 | O |
| 21 | 46 | Header Label | 'NSLDS ENRL SUBMITTAL V2' or 'NSLDS ENRL ERROR V2' | Char. | 26 | M |
| 47 | 54 | Submittal Date | Date the File content was created.<br><br>Format CCYYMMDD | Date | 8 | M |

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 55 | 55 | File Type | Indicates the type of file. Valid values are:<br>• 'R' (Roster)<br>• 'E' (Error)<br>• 'A' (Ad hoc) | Char. | 1 | M |
| 56 | 410 | Filler | Filler | Char. | 355 | M |

## *Enrollment Reporting File Campus-Level Record*                      *Length = 410*

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 1 | 3 | Record Type | '001' indicates campus-level record. | Char. | 3 | M |
| 4 | 12 | Student Current SSN | Student's current Social Security Number. | Char. | 9 | M |
| 13 | 20 | OPEID* | An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified. | Char. | 8 | M |
| 21 | 21 | Student SSN Pseudo Indicator | Indicates whether the Student's Social Security number is real or pseudo. Valid values are:<br>• 'R' (Real)<br>• 'P' (Pseudo) | Char. | 1 | M |
| 22 | 56 | Student Current First Name | Student's current first name.<br>'NFN' for students with no first name. | Char. | 35 | M |
| 57 | 91 | Student Current Last Name | Student's current last name.<br>'NLN' for students with no last name. | Char. | 35 | M |

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 92 | 126 | Student Current Middle Name | Student's current middle name. | Char. | 35 | O |
| 127 | 134 | Student Date of Birth | Student's Date of Birth. Format CCYYMMDD. '19000101' if student's DOB unknown. | Date | 8 | M |
| 135 | 154 | Student Branch Designator Code | Optional field used by schools to identify students within their own systems. | Char. | 20 | O |
| 155 | 162 | Certification Date | Date enrollment certified by school. Format CCYYMMDD | Date | 8 | M |
| 163 | 170 | Enrollment Effective Date | Date student's enrollment status took effect. Format CCYYMMDD | Date | 8 | M |
| 171 | 171 | Enrollment Status | Code for student's enrollment status:<br>• 'F' (full-time)<br>• 'Q' (three-quarter time)<br>• 'H' (half-time)<br>• 'L' (less than half-time)<br>• 'A' (leave of absence)<br>• 'G' (graduated)<br>• 'W' (withdrawn)<br>• 'D' (deceased)<br>• 'X' (never attended)<br>• 'Z' (record not found) | Char. | 1 | M |
| 172 | 179 | Anticipated Completion Date | Expected date of graduation or termination for student. Format CCYYMMDD | Date | 8 | M |
| 180 | 187 | Term Begin Date | Date on which the current term began. Format CCYYMMDD | Date | 8 | O |

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 188 | 195 | Term End Date | Date on which the current term will end. Format CCYYMMDD | Date | 8 | O |
| 196 | 203 | Address Effective Date | Date student's address became effective or the sender became aware of the information. Format CCYYMMDD | Date | 8 | M |
| 204 | 204 | Good Address Flag | Flag to indicate a valid student address. Valid values are: <br>• 'Y' <br>• 'N' <br> Spaces default to 'Y'. | Char. | 1 | M |
| 205 | 244 | Student Permanent Address Line 1 | First line of student address. | Char. | 40 | M |
| 245 | 284 | Student Permanent Address Line 2 | Second line of student address. | Char. | 40 | O |
| 285 | 314 | Student Permanent Address City | City where student lives. | Char. | 30 | M |
| 315 | 316 | Student Permanent Address State / Province | State or province where student lives. | Char. | 2 | M |
| 317 | 318 | Student Permanent Address Country | Country where student lives. | Char. | 2 | M |

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 319 | 335 | Student Permanent Address Postal Code | Postal code where student lives. | Char. | 17 | M |
| 336 | 336 | Student Phone Type | The type of phone number being reported. Values are:<br>• 'C' (Cell)<br>• 'H' (Home)<br>• 'O' (Other)<br>• 'W' (Work) | Char. | 1 | O |
| 337 | 337 | Student Preferred Phone Number Flag | Flag indicating whether this is a phone number the student prefers to use.<br><br>Values are:<br>• 'Y' (Yes)<br>• 'N' (No)<br><br>Spaces default to 'Y'. | Char. | 1 | O |
| 338 | 340 | Student Phone Country Code | The country code for the student phone number.  For U.S. numbers use 001. | Char. | 3 | O |
| 341 | 351 | Student Phone Number | The student's phone number. | Char. | 11 | O |
| 352 | 359 | Move To OPEID* | An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the school location to which student enrollment is being moved. | Char. | 8 | O |

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 360 | 360 | Program Indicator | Indicates if a student is enrolled in at least one program. Values are: <br>• 'Y' (Yes) <br>• 'N' (No) <br><br>Spaces default to 'Y'. <br><br>If this field is populated with a "Y" or "Space" the school is required to report the student's program-level enrollment data in record type '002'. <br><br>This field should only be set to 'N' when the student is not enrolled in *any* program of study at the school; otherwise, the student should be set to 'Y'.  Students, including almost all undecided students, are enrolled in a program of study, whether it is eligible or ineligible for Title IV aid, and must have their program-level enrollment data reported to NSLDS. | Char. | 1 | M |
| 361 | 394 | Filler | Filler | Char. | 34 | M |
| 395 | 395 | Bundle Rejected Flag | Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. Valid values are: <br>• 'Y' (Yes) <br>• Space (No) | Char. | 1 | O |

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 396 | 397 | Error Code 1 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 398 | 398 | Filler | Filler | Char. | 1 | M |
| 399 | 400 | Error Code 2 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 401 | 401 | Filler | Filler | Char. | 1 | M |
| 402 | 403 | Error Code 3 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 404 | 404 | Filler | Filler | Char. | 1 | M |
| 405 | 406 | Error Code 4 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 407 | 407 | Filler | Filler | Char. | 1 | M |
| 408 | 409 | Error Code 5 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 410 | 410 | Filler | Filler | Char. | 1 | M |

## *Enrollment Reporting File Program-Level Record*                    *Length = 410*

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 1 | 3 | Record Type | '002' indicates program record. | Char. | 3 | M |
| 4 | 12 | Student Current SSN | Student's Current Social Security Number. | Char. | 9 | M |

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 13 | 20 | OPEID* | An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified. | Char. | 8 | M |
| 21 | 26 | CIP Code | Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content. | Char. | 6 | M |
| 27 | 30 | CIP Year | Year in which the CIP codes used by NSLDS were published. The CIP Year for the codes currently used by NSLDS is 2010.<br><br>Format CCYY | Char. | 4 | M |
| 31 | 32 | Credential Level | The credential level of the program. Values are:<br>• '01' (Undergraduate Certificate or Diploma Program)<br>• '02' (Associate's Degree)<br>• '03' (Bachelor's Degree)<br>• '04' (Post Baccalaureate Certificate)<br>• '05' (Master's Degree)<br>• '06' (Doctoral Degree)<br>• '07' (First Professional Degree)<br>• '08' (Graduate / Professional Certificate)<br>• '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification]) | Char | 2 | M |

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|--------|--------|-----------|-------------|--------------|-----|---------------------|
| 33 | 38 | Published Program Length | The length of the instructional program in years, months, or weeks as published by the school.<br><br>Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report:<br>• "000100" to represent a value of one tenth<br>• "001000" to represent a value of one<br>• "010000" to represent a value of ten<br>• "100000" to represent a value of one hundred | Num. | 6 | M |
| 39 | 39 | Published Program Length Measurement | The unit of measure for the length of the instructional program as published by the school. Values are:<br>• 'W' (Weeks)<br>• 'M' (Months)<br>• 'Y' (Years) | Char. | 1 | M |
| 40 | 45 | Weeks in Title IV Academic Year | The total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.<br><br>Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report:<br>• "000100" to represent a value of one tenth<br>• "001000" to represent a value of one<br>• "010000" to represent a value of ten<br>• "100000" to represent a value of one hundred | Num. | 6 | M |

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 46 | 53 | Program Begin Date | Date on which the student began attending the program.<br><br>Format CCYYMMDD | Date | 8 | M |
| 54 | 54 | Special Program Indicator | Flag to indicate that the program belongs to one of the following groups:<br>• 'A' (Special Admission Associate Degree Program)<br>• 'B' (Bachelor's Degree Completion Program)<br>• 'N' (Not Applicable)<br>• 'P' (Preparatory Coursework Graduate Professional Program)<br>• 'T' (Non-Credential Teacher Certification Program)<br>• 'U' (Preparatory Coursework Undergraduate Program) | Char. | 1 | M |
| 55 | 55 | Program Enrollment  Status | Code for the student's enrollment status in that program. Values are:<br>• 'F' (Full-Time)<br>• 'Q' (Three-Quarter Time)<br>• 'H' (Half-Time)<br>• 'L' (Less Than Half-Time)<br>• 'A' (Leave Of Absence)<br>• 'G' (Graduated)<br>• 'W' (Withdrawn)<br>• 'D' (Deceased)<br>• 'X' (Never Attended)<br>• 'Z' (Record Not Found) | Char. | 1 | M |
| 56 | 63 | Program Enrollment Effective Date | Effective date for the enrollment reported by the school.<br><br>Format CCYYMMDD | Date | 8 | M |

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 64 | 394 | Filler | Filler | Char. | 331 | M |
| 395 | 395 | Bundle Rejected Flag | Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. Valid values are: • 'Y' (Yes) • Space (No) | Char. | 1 | O |
| 396 | 397 | Error Code 1 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 398 | 398 | Filler | Filler | Char. | 1 | M |
| 399 | 400 | Error Code 2 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 401 | 401 | Filler | Filler | Char. | 1 | M |
| 402 | 403 | Error Code 3 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 404 | 404 | Filler | Filler | Char. | 1 | M |
| 405 | 406 | Error Code 4 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 407 | 407 | Filler | Filler | Char. | 1 | M |
| 408 | 409 | Error Code 5 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 410 | 410 | Filler | Filler | Char. | 1 | M |

*Enrollment Reporting File Email Address Record*                          *Length = 410*

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|--------|--------|-----------|-------------|--------------|-----|---------------------|
| 1 | 3 | Record Type | '003' indicates email record. | Char. | 3 | O |
| 4 | 12 | Student Current SSN | Student's Current Social Security Number. | Char. | 9 | O |
| 13 | 20 | OPEID* | An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified. | Char. | 8 | O |
| 21 | 28 | Email Effective Date | Date as of which the email address is effective. Format CCYYMMDD | Date | 8 | O |
| 29 | 29 | Good Email Address Flag | Flag indicating that the email address is good according to the school. Values are: <br> • 'Y' (Yes) <br> • 'N' (No) <br> Spaces default to 'Y'. | Char. | 1 | O |
| 30 | 157 | Email Address | The email address being reported. | Char. | 128 | O |
| 158 | 394 | Filler | Filler | Char. | 237 | O |
| 395 | 395 | Bundle Rejected Flag | Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. Valid values are: <br> • 'Y' (Yes) <br> • Space (No) | Char. | 1 | O |

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|--------|--------|-----------|-------------|--------------|-----|---------------------|
| 396 | 397 | Error Code 1 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 398 | 398 | Filler | Filler | Char. | 1 | O |
| 399 | 400 | Error Code 2 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 401 | 401 | Filler | Filler | Char. | 1 | O |
| 402 | 403 | Error Code 3 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 404 | 404 | Filler | Filler | Char. | 1 | O |
| 405 | 406 | Error Code 4 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 407 | 407 | Filler | Filler | Char. | 1 | O |
| 408 | 409 | Error Code 5 | Code of error returned to school by NSLDS. | Char. | 2 | O |
| 410 | 410 | Filler | Filler | Char. | 1 | O |

### *Enrollment Reporting File Trailer Record*                          *Length = 410*

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|--------|--------|-----------|-------------|--------------|-----|---------------------|
| 1 | 3 | Record Type | '999' indicates trailer record. | Char. | 3 | M |
| 4 | 12 | Filler | Spaces | Char. | 9 | M |
| 13 | 20 | File Content ID | Same as header. | Char. | 8 | O |
| 21 | 28 | Detail Record Count | Number of detail records. | Num. | 8 | M |

| Pos FR | Pos TO | Attribute | Description | Field Format | Lth | Mandatory/ Optional |
|---|---|---|---|---|---|---|
| 29 | 36 | Valid Detail Record Count | Number of valid detail records in the file. | Num. | 8 | M |
| 37 | 44 | Detail Records in Error Count | Number of detail records in error in the file. | Num. | 8 | M |
| 45 | 410 | Filler | Filler | Char. | 366 | M |

*The OPEID is the combination of the 6 digit school code and the 2 digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1. If the school has more than 199 locations, the first digit is then incremented to 2, and so forth. For example, location 00 = 06789900, location 101 = 16789901, location 202 = 26789902.

## A-2: Comma Separated Values

NSLDS sends CSV Enrollment Roster and Error/Acknowledgement files to schools using the SAIG message class EFRCDEOP. Schools should return CSV Roster Submittal and Error Correction files to NSLDS using the SAIG message class EFSCDEIN.

### *Enrollment Reporting File Header Record*

| Attribute | Description | Field Format | Mandatory/ Optional |
|---|---|---|---|
| Record Type | '000' indicates header record. | Char. | M |
| Comma | Comma | Char. | M |
| Filler | Single space or no space | Char. | M |
| Comma | Comma | Char. | M |
| File Content ID | Content of the file is indicated by this ID. This field is not edited. On a submittal file the reported ID is returned to the originator of the file in the NSLDS response. Submitter can use this field as they see fit to indicate file content. When NSLDS generates the initial Roster, the file content ID contains: <br>• "SERVICER" when the file contains multiple OPEID's different at the six digit level. <br>• OPEID when the file is split into multiple files due to a split file preference. <br>• First six positions of OPEID when the file is not indicated to be split. | Char. | O |
| Comma | Comma | Char. | M |
| Header Label | 'NSLDS ENRL SUBMITTAL V2' or 'NSLDS ENRL ERROR V2' | Char. | M |

| Attribute | Description | Field Format | Mandatory/ Optional |
|---|---|---|---|
| Comma | Comma | Char. | M |
| Submittal Date | Date the File content was created. Format CCYYMMDD | Date | M |
| Comma | Comma | Char. | M |
| File Type | Indicates the type of file. Valid values are: <br> • 'R' (Roster) <br> • 'E' (Error) <br> • 'A' (Ad hoc) | Char. | M |

### *Enrollment Reporting File Campus-Level Record*

| Attribute | Description | Field Format | Mandatory/ Optional |
|---|---|---|---|
| Record Type | '001' indicates campus-level record. | Char. | M |
| Comma | Comma | Char. | M |
| Student Current SSN | Student's current Social Security Number. | Char. | M |
| Comma | Comma | Char. | M |
| OPEID* | An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified. | Char. | M |
| Comma | Comma | Char. | M |

| Attribute | Description | Field Format | Mandatory/ Optional |
|---|---|---|---|
| Student SSN Pseudo Indicator | Indicates whether the Student's Social Security number is real or pseudo. Valid values are:<br>• 'R' (Real)<br>• 'P' (Pseudo) | Char. | M |
| Comma | Comma | Char. | M |
| Student Current First Name | Student's current first name.<br>'NFN' for students with no first name. | Char. | M |
| Comma | Comma | Char. | M |
| Student Current Last Name | Student's current last name.<br>'NLN' for students with no last name. | Char. | M |
| Comma | Comma | Char. | M |
| Student Current Middle Name | Student's current middle name. | Char. | O |
| Comma | Comma | Char. | M |
| Student Date of Birth | Student's Date of Birth.<br>Format CCYYMMDD<br>'19000101' if student's DOB unknown. | Date | M |
| Comma | Comma | Char. | M |
| Student Branch Designator Code | Optional field used by schools to identify students within their own systems. | Char. | O |
| Comma | Comma | Char. | M |
| Certification Date | Date enrollment certified by school.<br>Format CCYYMMDD | Date | M |

| Attribute | Description | Field Format | Mandatory/ Optional |
|---|---|---|---|
| Comma | Comma | Char. | M |
| Enrollment Effective Date | Date student's enrollment status took effect. Format CCYYMMDD | Date | M |
| Comma | Comma | Char. | M |
| Enrollment Status | Code for student's enrollment status:<br>• 'F' (full-time)<br>• 'Q' (three-quarter time)<br>• 'H' (half-time)<br>• 'L' (less than half-time)<br>• 'A' (leave of absence)<br>• 'G' (graduated)<br>• 'W' (withdrawn)<br>• 'D' (deceased)<br>• 'X' (never attended)<br>• 'Z' (record not found) | Char. | M |
| Comma | Comma | Char. | M |
| Anticipated Completion Date | Expected date of graduation or termination for student. Format CCYYMMDD | Date | M |
| Comma | Comma | Char. | M |
| Term Begin Date | Date on which the current term began. Format CCYYMMDD | Date | O |
| Comma | Comma | Char. | M |
| Term End Date | Date on which the current term will end. Format CCYYMMDD | Date | O |

| Attribute | Description | Field Format | Mandatory/ Optional |
|---|---|---|---|
| Comma | Comma | Char. | M |
| Address Effective Date | Date student's address became effective or the sender became aware of the information. Format CCYYMMDD | Date | M |
| Comma | Comma | Char. | M |
| Good Address Flag | Flag to indicate a valid student address Valid values are: • 'Y' (Yes) • 'N' (No) Spaces default to 'Y'. | Char. | M |
| Comma | Comma | Char. | M |
| Student Permanent Address Line 1 | First line of student address. | Char. | M |
| Comma | Comma | Char. | M |
| Student Permanent Address Line 2 | Second line of student address. | Char. | O |
| Comma | Comma | Char. | M |
| Student Permanent Address City | City where student lives. | Char. | M |
| Comma | Comma | Char. | M |

| Attribute | Description | Field Format | Mandatory/ Optional |
|---|---|---|---|
| Student Permanent Address State / Province | State or province where student lives. | Char. | M |
| Comma | Comma | Char. | M |
| Student Permanent Address Country | Country where student lives. | Char. | M |
| Comma | Comma | Char. | M |
| Student Permanent Address Postal Code | Postal code where student lives. | Char. | M |
| Comma | Comma | Char. | M |
| Student Phone Type | The type of phone number being reported. Values are:<br>• 'C' (Cell)<br>• 'H' (Home)<br>• 'O' (Other)<br>• 'W' (Work) | Char. | O |
| Comma | Comma | Char. | M |
| Student Preferred Phone Number Flag | Flag indicating whether this is a phone number the student prefers to use. Values are:<br>• 'Y' (Yes)<br>• 'N' (No)<br>Spaces default to 'Y'. | Char. | O |

| Attribute | Description | Field Format | Mandatory/ Optional |
|---|---|---|---|
| Comma | Comma. | Char. | M |
| Student Phone Country Code | The country code for the student phone number. | Char. | O |
| Comma | Comma. | Char. | M |
| Student Phone Number | The student's phone number. | Char. | O |
| Comma | Comma. | Char. | M |
| Move To OPEID* | An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the school location to which student enrollment is being moved. | Char. | O |
| Comma | Comma. | Char. | M |

| Attribute | Description | Field Format | Mandatory/ Optional |
|---|---|---|---|
| Program Indicator | Indicates if a student is enrolled in at least one program.<br><br>Values are:<br>• 'Y' (Yes)<br>• 'N' (No)<br><br>Spaces default to 'Y'.<br><br>If this field is populated with a "Y" or "Space" the school is required to report the student's program-level enrollment data in record type '002'.<br><br>This field should only be set to 'N' when the student is not enrolled in *any* program of study at the school; otherwise, the student should be set to 'Y'. Students, including almost all undecided students, are enrolled in a program of study, whether it is eligible or ineligible for Title IV aid, and must have their program-level enrollment data reported to NSLDS. | Char. | M |
| File Type Offset | Twenty-three (23) commas.<br>Note: The purpose of this field in each data record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal process. | Char. | M |
| Bundle Rejected Flag | Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. Valid values are:<br>• 'Y' (Yes)<br><br>• Space (No) | Char. | O |

| Attribute | Description | Field Format | Mandatory/ Optional |
|---|---|---|---|
| Comma | Comma. | Char. | M |
| Error Code 1 | Code of error returned to school by NSLDS. | Char. | O |
| Comma | Comma | Char. | M |
| Error Code 2 | Code of error returned to school by NSLDS. | Char. | O |
| Comma | Comma | Char. | M |
| Error Code 3 | Code of error returned to school by NSLDS. | Char. | O |
| Comma | Comma | Char. | M |
| Error Code 4 | Code of error returned to school by NSLDS. | Char. | O |
| Comma | Comma | Char. | M |
| Error Code 5 | Code of error returned to school by NSLDS. | Char. | O |

## Enrollment Reporting File Program-Level Record

| Attribute | Description | Field Format | Mandatory / Optional |
|---|---|---|---|
| Record Type | '002' indicates program record. | Char. | M |
| Comma | Comma. | Char. | M |
| Student Current SSN | Student's Current Social Security Number. | Char. | M |
| Comma | Comma. | Char. | M |

| Attribute | Description | Field Format | Mandatory / Optional |
|---|---|---|---|
| OPEID* | An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified. | Char. | M |
| File Type Offset | Thirty (30) commas.<br><br>Note: the purpose of this field in each data record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field.  This will make updating the file easier for those who use the Spreadsheet Submittal process. | Char. | M |
| CIP Code | Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content. | Char. | M |
| Comma | Comma. | Char. | M |
| CIP Year | Year in which the CIP codes used by NSLDS were published. The CIP Year for the codes currently used by NSLDS is 2010.<br>Format CCYY | Char. | M |
| Comma | Comma. | Char. | M |

| Attribute | Description | Field Format | Mandatory / Optional |
|---|---|---|---|
| Credential Level | The credential level of the program. Values are:<br>• '01' (Undergraduate Certificate or Diploma Program)<br>• '02' (Associate's Degree)<br>• '03' (Bachelor's Degree)<br>• '04' (Post Baccalaureate Certificate)<br>• '05' (Master's Degree)<br>• '06' (Doctoral Degree)<br>• '07' (First Professional Degree)<br>• '08' (Graduate / Professional Certificate)<br>• '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification]) | Char. | M |
| Comma | Comma. | Char. | M |
| Published Program Length | The length of the instructional program in years, months, or weeks as published by the school.<br>Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report:<br>• "000100" to represent a value of one tenth<br>• "001000" to represent a value of one<br>• "010000" to represent a value of ten<br>• "100000" to represent a value of one hundred | Num. | M |
| Comma | Comma. | Char. | M |

| Attribute | Description | Field Format | Mandatory / Optional |
|---|---|---|---|
| Published Program Length Measurement | The unit of measure for the length of the instructional program as published by the school. Values are:<br>• 'W' (Weeks)<br>• 'M' (Months)<br>• 'Y' (Years) | Char. | M |
| Comma | Comma. | Char. | M |
| Weeks in Title IV Academic Year | The total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.<br><br>Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report:<br>• "000100" to represent a value of one tenth<br>• "001000" to represent a value of one<br>• "010000" to represent a value of ten<br>• "100000" to represent a value of one hundred | Num. | M |
| Comma | Comma. | Char. | M |
| Program Begin Date | Date on which the student began attending the program.<br>Format CCYYMMDD | Date | M |
| Comma | Comma. | Char. | M |

| Attribute | Description | Field Format | Mandatory / Optional |
|---|---|---|---|
| Special Program Indicator | Flag to indicate that the program belongs to one of the following groups:<br>• 'A' (Special Admission Associate Degree Program)<br>• 'B' (Bachelor's Degree Completion Program)<br>• 'N' (Not Applicable)<br>• 'P' (Preparatory Coursework Graduate Professional Program)<br>• 'T' (Non-Credential Teacher Certification Program)<br>• 'U' (Preparatory Coursework Undergraduate Program) | Char. | M |
| Comma | Comma. | Char. | M |
| Program Enrollment Status | Code for the student's enrollment status in that program. Values are:<br>• 'F' (Full-Time)<br>• 'Q' (Three-Quarter Time)<br>• 'H' (Half-Time)<br>• 'L' (Less Than Half-Time)<br>• 'A' (Leave Of Absence)<br>• 'G' (Graduated)<br>• 'W' (Withdrawn)<br>• 'D' (Deceased)<br>• 'X' (Never Attended)<br>• 'Z' (Record Not Found) | Char. | M |
| Comma | Comma. | Char. | M |
| Program Enrollment Effective Date | Effective date for the enrollment reported by the school.<br>Format CCYYMMDD | Date | M |

| Attribute | Description | Field Format | Mandatory / Optional |
|---|---|---|---|
| File Type Offset | Ten (10) commas.<br><br>Note: the purpose of this field in each record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field.  This will make updating the file easier for those who use the Spreadsheet Submittal process. | Char. | M |
| Bundle Rejected Flag | Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out.<br><br>Valid values are:<br>• 'Y' (Yes)<br>• Space (No) | Char. | O |
| Comma | Comma. | Char. | M |
| Error Code 1 | Code of error returned to school by NSLDS. | Char. | O |
| Comma | Comma. | Char. | M |
| Error Code 2 | Code of error returned to school by NSLDS. | Char. | O |
| Comma | Comma. | Char. | M |
| Error Code 3 | Code of error returned to school by NSLDS. | Char. | O |
| Comma | Comma. | Char. | M |
| Error Code 4 | Code of error returned to school by NSLDS. | Char. | O |
| Comma | Comma. | Char. | M |
| Error Code 5 | Code of error returned to school by NSLDS. | Char. | O |

## Enrollment Reporting File Email Address Record

| Attribute | Description | Field Format | Mandatory / Optional |
|-----------|-------------|--------------|----------------------|
| Record Type | '003' indicates email address record. | Char. | O |
| Comma | Comma. | Char. | O |
| Student Current SSN | Student's Current Social Security Number. | Char. | O |
| Comma | Comma. | Char. | O |
| OPEID* | An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified. | Char. | O |
| File Type Offset | Forty-three (43) commas.<br>Note: the purpose of this field in each record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field.  This will make updating the file easier for those who use the Spreadsheet Submittal process. | Char. | O |
| Email Effective Date | Date as of which the email address is effective.<br>Format CCYYMMDD | Date | O |
| Comma | Comma. | Char. | O |
| Good Email Address Flag | Flag indicating that the email address is good according to the school. Values are:<br>• 'Y' (Yes)<br>• 'N' (No)<br> Spaces default to 'Y'. | Char. | O |
| Comma | Comma. | Char. | O |

| Attribute | Description | Field Format | Mandatory / Optional |
|---|---|---|---|
| Email Address | The email address being reported. | Char. | O |
| File Type Offset | Four (4) commas.<br><br>Note: the purpose of this field in each record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field.  This will make updating the file easier for those who use the Spreadsheet Submittal process. | Char. | O |
| Bundle Rejected Flag | Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. | Char. | O |
| Comma | Comma. | Char. | O |
| Error Code 1 | Code of error returned to school by NSLDS. | Char. | O |
| Comma | Comma. | Char. | O |
| Error Code 2 | Code of error returned to school by NSLDS. | Char. | O |
| Comma | Comma. | Char. | O |
| Error Code 3 | Code of error returned to school by NSLDS. | Char. | O |
| Comma | Comma. | Char. | O |
| Error Code 4 | Code of error returned to school by NSLDS. | Char. | O |
| Comma | Comma. | Char. | O |
| Error Code 5 | Code of error returned to school by NSLDS. | Char. | O |

## Enrollment Reporting File Trailer Record

| Attribute | Description | Field Format | Mandatory/ Optional |
|---|---|---|---|
| Record Type | '999' indicates trailer record. | Char. | M |
| Comma | Comma | Char. | M |
| Filler | Single space or no space | Char. | M |
| Comma | Comma | Char. | M |
| File Content ID | Same as header. | Char. | O |
| Comma | Comma | Char. | M |
| Detail Record Count | Number of detail records. | Num. | M |
| Comma | Comma. | Char. | M |
| Valid Detail Record Count | Number of valid detail records in the file. | Num. | M |
| Comma | Comma. | Char. | M |
| Detail Records in Error Count | Number of detail records in error in the file. | Num. | M |

*The OPEID is the combination of the 6 digit school code and the 2 digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1. If the school has more than 199 locations, the first digit is then incremented to 2, and so forth. For example, location 00 = 06789900, location 101 = 16789901, location 202 = 26789902.

## A-3: Submittal Spreadsheet Layout

Schools should use the new Enrollment Spreadsheet Submittal Template and new Enrollment Spreadsheet Submittal Instruction Guide available by accessing the [NSLDS Enrollment Submittal](#) link in the "Software and Associated Documents" section of the [Federal Student Aid Download (FSAdownload) Web site](#).

The new format is provided below.

| Col. | Rec. Type | Attribute | Description | Format | Mandatory/ Optional |
|---|---|---|---|---|---|
| A | All | Record Type | '001' indicates campus-level record. '002' indicates program-level record. '003' indicates email address record. | Char. | M |
| B | All | Student Current SSN | Student's current Social Security Number | Char. | M |
| C | All | OPEID | An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified. | Char. | M |
| D | 001 | Student SSN Pseudo Indicator | Valid values are: <ul><li>'R' (Real)</li><li>'P' (Pseudo)</li></ul> | Char. | M |
| E | 001 | Student Current First Name | Student's current first name. 'NFN' for students with no first name. | Char. | M |
| F | 001 | Student Current Last Name | Student's current last name. 'NLN' for students with no last name. | Char | M |

| Col. | Rec. Type | Attribute | Description | Format | Mandatory/ Optional |
|------|-----------|-----------|-------------|--------|---------------------|
| G | 001 | Student Current Middle Name | Student's current middle name. | Char. | O |
| H | 001 | Student Date of Birth | Student's Date of Birth. Format CCYYMMDD. '19000101' if student's DOB unknown. | Date | M |
| I | 001 | Student Branch Designator Code | Optional field used by schools to identify students within their own systems | Char. | O |
| J | 001 | Certification Date | Date enrollment certified by school. Format CCYYMMDD | Date | M |
| K | 001 | Enrollment Effective Date | Date student's enrollment status took effect. Format CCYYMMDD | Date | M |

| Col. | Rec. Type | Attribute | Description | Format | Mandatory/ Optional |
|------|-----------|-----------|-------------|--------|---------------------|
| L | 001 | Enrollment Status | Code for student's enrollment status at school:<br><br>• 'F' (full-time)<br><br>• 'Q' (three-quarter time)<br><br>• 'H' (half-time)<br><br>• 'L' (less than half-time)<br><br>• 'A' (leave of absence)<br><br>• 'G' (graduated)<br><br>• 'W' (withdrawn)<br><br>• 'D' (deceased)<br><br>• 'X' (never attended)<br><br>• 'Z' (record not found) | Char. | M |
| M | 001 | Anticipated Completion Date | Expected date of graduation or termination for student.<br><br>Format CCYYMMDD | Date | M |
| N | 001 | Term Begin Date | Date on which the current term began.<br><br>Format CCYYMMDD | Date | O |
| O | 001 | Term End Date | Date on which the current term will end.<br><br>Format CCYYMMDD | Date | O |
| P | 001 | Address Effective Date | Date student's address became effective or the sender became aware of the information.<br><br>Format CCYYMMDD | Date | M |

| Col. | Rec. Type | Attribute | Description | Format | Mandatory/ Optional |
|------|-----------|-----------|-------------|--------|---------------------|
| Q | 001 | Good Address Flag | Flag to indicate a valid student address.<br><br>Valid values are:<br>• 'Y'<br>• 'N'<br>Spaces default to 'Y'. | Char. | M |
| R | 001 | Student Permanent Address Line 1 | First line of student address | Char. | M |
| S | 001 | Student Permanent Address Line 2 | Second line of student address | Char. | O |
| T | 001 | Student Permanent Address City | City where student lives | Char. | M |
| U | 001 | Student Permanent Address State / Province | State or province where student lives | Char. | M |
| V | 001 | Student Permanent Address Country | Country where student lives. | Char. | M |
| W | 001 | Student Permanent Address Postal Code | Postal code where student lives | Char. | M |

| Col. | Rec. Type | Attribute | Description | Format | Mandatory/ Optional |
|------|-----------|-----------|-------------|--------|---------------------|
| X | 001 | Student Phone Type | The type of phone number being reported. Values are:<br>• 'C' (Cell)<br>• 'H' (Home)<br>• 'O' (Other)<br>• 'W' (Work) | Char. | O |
| Y | 001 | Student Preferred Phone Number Flag | Flag indicating whether this is a phone number the student prefers to use.<br>Values are:<br>• 'Y' (Yes)<br>• 'N' (No)<br>Spaces default to 'Y'. | Char. | O |
| Z | 001 | Student Phone Country Code | The country code for the student phone number. | Char. | O |
| AA | 001 | Student Phone Number | The student's phone number. | Char. | O |
| AB | 001 | Move To OPEID | Eight-digit Office of Postsecondary Education ID for school location to which student enrollment is being moved. | Char. | O |

| Col. | Rec. Type | Attribute | Description | Format | Mandatory/ Optional |
|---|---|---|---|---|---|
| AC | 001 | Program Indicator | Indicates if a student is enrolled in at least one program.<br><br>Values are:<br><br>• 'Y' (Yes)<br><br>• 'N' (No)<br><br>Spaces default to 'Y'.<br><br>If this field is populated with a "Y" or "Space" the school is required to report the student's program-level enrollment data in record type '002'.<br><br>• Student's program-level enrollment data (Record Type '002') must be reported regardless of whether the program is eligible for Title IV aid.<br><br>If this field is populated with an "N" the school is not required to report the program-level enrollment data in Record Type '002'. | Char. | M |
| AD | All | Blank | Must be left empty | Char. | M |
| AE | All | Blank | Must be left empty | Char. | M |
| AF | All | Blank | Must be left empty | Char. | M |
| AG | 002 | CIP Code | Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content. | Char. | M |

| Col. | Rec. Type | Attribute | Description | Format | Mandatory/ Optional |
|------|-----------|-----------|-------------|--------|---------------------|
| AH | 002 | CIP Year | Year in which the CIP codes used by NSLDS were published. The CIP Year for the codes currently used by NSLDS is 2010. | Char. | M |
| AI | 002 | Credential Level | The credential level of the program. Values are:<br><br>• '01' (Undergraduate Certificate or Diploma Program)<br><br>• '02' (Associate's Degree)<br><br>• '03' (Bachelor's Degree)<br><br>• '04' (Post Baccalaureate Certificate)<br><br>• '05' (Master's Degree)<br><br>• '06' (Doctoral Degree)<br><br>• '07' (First Professional Degree)<br><br>• '08' (Graduate / Professional Certificate)<br><br>• '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification]) | Char | M |

| Col. | Rec. Type | Attribute | Description | Format | Mandatory/ Optional |
|------|-----------|-----------|-------------|--------|---------------------|
| AJ | 002 | Published Program Length | The length of the instructional program in years, months, or weeks as published by the school. Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report: <br><br> • "000100" to represent a value of one tenth <br><br> • "001000" to represent a value of one <br><br> • "010000" to represent a value of ten <br><br> • "100000" to represent a value of one hundred | Num. | M |
| AK | 002 | Published Program Length Measurement | The unit of measure for the length of the instructional program as published by the school. Values are: <br><br> • 'W' (Weeks) <br><br> • 'M' (Months) <br><br> • 'Y' (Years) | Char. | M |

| Col. | Rec. Type | Attribute | Description | Format | Mandatory/ Optional |
|------|-----------|-----------|-------------|--------|---------------------|
| AL | 002 | Weeks in Title IV Academic Year | The total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.<br><br>Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report:<br><br>• "000100" to represent a value of one tenth<br><br>• "001000" to represent a value of one<br><br>• "010000" to represent a value of ten<br><br>• "100000" to represent a value of one hundred | Num. | M |
| AM | 002 | Program Begin Date | Date on which the student began attending the program. | Date | M |

| Col. | Rec. Type | Attribute | Description | Format | Mandatory/ Optional |
|------|-----------|-----------|-------------|--------|---------------------|
| AN | 002 | Special Program Indicator | Flag to indicate that the program belongs to one of the following groups: <br>• 'A' (Selective Admission Associate Degree Program) <br>• 'B' (Bachelor's Degree Completion Program) <br>• 'N' (Not Applicable) <br>• 'P' (Preparatory Coursework Graduate Professional Program) <br>• 'T' (Non-Credential Teacher Certification Program) <br>• 'U' (Preparatory Coursework Undergraduate Program) | Char. | M |
| AO | 002 | Program Enrollment Status | Code for the student's enrollment status in that program. Values are: <br>• 'F' (Full-Time) <br>• 'Q' (Three-Quarter Time) <br>• 'H' (Half-Time) <br>• 'L' (Less Than Half-Time) <br>• 'A' (Leave Of Absence) <br>• 'G' (Graduated) <br>• 'W' (Withdrawn) <br>• 'D' (Deceased) <br>• 'X' (Never Attended) <br>• 'Z' (Record Not Found) | Char. | M |

| Col. | Rec. Type | Attribute | Description | Format | Mandatory/ Optional |
|------|-----------|-----------|-------------|--------|---------------------|
| AP | 002 | Program Enrollment Effective Date | Effective date for the enrollment reported by the school. | Date | M |
| AQ | All | Blank | Must be left empty | Char. | M |
| AR | All | Blank | Must be left empty | Char. | M |
| AS | All | Blank | Must be left empty | Char. | M |
| AT | 003 | Email Effective Date | Date as of which the email address is effective. | Date | O |
| AU | 003 | Good Email Address Flag | Flag indicating that the email address is good according to the school. Values are:<br>• 'Y' (Yes)<br>• 'N' (No)<br>Spaces default to 'Y'. | Char. | O |
| AV | 003 | Email Address | The email address being reported. | Char. | O |
| AW | All | Blank | Must be left empty | Char. | M |
| AX | All | Blank | Must be left empty | Char. | M |
| AY | All | Blank | Must be left empty | Char. | M |
| AZ | All | Error Codes | Code(s) of error(s) returned to school by NSLDS | Char. | O |

## Appendix B – Reporting Instructions

The following section provides specifications of the records that make up the Enrollment Reporting roster file and Submittal File. NSLDS provides data in some fields that you must not change.

The following is a record key which explains the meaning of each entry in the Reporting Instructions. If you have any questions about this document, please contact the NSLDS Customer Support Center at 1-800-999-8219.

| Record Type XXX - Brief, descriptive title | Enrollment Reporting Record Name |
|---|---|
| **Field Name:** | Name of the specific file layout type selected. |
| **Description:** | Short narrative definition. |
| **Type:** | Indicator of the kind of value that must be in the field. |
| **Size:** | Number of bytes the field occupies (Fixed Width format only). |
| **Position:** | The position refers to the beginning and ending location (byte number) of the field within the record (Fixed Width format only). |
| **Reporting:** | Instructions indicating whether the field must contain data other than spaces or zeroes |
| **History Kept:** | Provides information regarding the storage of information on NSLDS. |
| **Comments:** | Additional information about the field |
| **Edits:** | Description of the error checking that NSLDS applies to the file that you return |
| **Error No:** | Error number |
| **Verifies:** | Information on what the error verifies |
| **Error:** | Error |
| **Error Message:** | Error message |
| **Date Revised:** | Date field was last revised |

***Enrollment Reporting File Header Record***       ***Length = 410***

| **Record Type 000 - Header** | **Enrollment Reporting Header Record** |
|---|---|
| **Field Name:** | Record Type |
| **Description:** | A 3-digit number used to verify the proper location of the Header record in the Enrollment Reporting roster file or Submittal File. |
| **Type:** | Numeric |
| **Size:** | 3 |
| **Position:** | 1-3 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • None |
| **Edits:** | • Must equal 000 |
| **Error No:** | N/A |
| **Verifies:** | Must equal 000. |
| **Error:** | Does not equal 000. |
| **Error Message:** | File not processed. |
| **Error No:** | N/A |
| **Verifies:** | Cannot be blank. |
| **Error:** | Is blank. |
| **Error Message:** | File not processed. |
| **Date Revised:** | 04/13/2014 |

| **Record Type 000 - Header** | **Enrollment Reporting Header Record** |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field |
| **Type:** | Character |
| **Size:** | 9 |
| **Position:** | 4-12 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 000 - Header | Enrollment Reporting Header Record |
|---|---|
| **Field Name:** | File Content ID |
| **Description:** | An 8-digit code used to identify the content of the file. |
| **Type:** | Character |
| **Size:** | 8 |
| **Position:** | 13-20 |
| **Reporting:** | Optional |
| **History Kept:** | N/A |
| **Comments:** | • NSLDS supplies a code in this field, but a school or servicer may change it to suit their needs.<br> • When NSLDS generates the initial Roster, the file content ID contains:<br> "SERVICER" when the file contains multiple OPEIDs different at the six-digit level.<br> OPEID when the file is split into multiple files due to a split file preference.<br> • First six- positions of OPEID when the file is not indicated to be split.<br> • If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1–800–999–8219. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 000 – Header | Enrollment Reporting Header Record |
|---|---|
| **Field Name:** | Header Label |
| **Description:** | Contains ''NSLDS ENRL SUBMITTAL V2' to indicate that this is the Enrollment Reporting roster file or the Submittal File. Or contains 'or 'NSLDS ENRL ERROR V2' to indicate Error/Acknowledgment File or Error Correction File. |
| **Type:** | Character |
| **Size:** | 26 |
| **Position:** | 21-46 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • NSLDS supplies the data in this field. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |


| Record Type 000 – Header | Enrollment Reporting Header Record |
|---|---|
| **Field Name:** | Submittal Date |
| **Description:** | Date the school submits the enrollment information updated in the Enrollment Reporting roster file. At this time, it becomes the Submittal File. |
| **Type:** | Character |
| **Size:** | 8 |
| **Position:** | 47-54 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • CCYYMMDD format.<br>• You must fill in this field with the date of the Submittal File. |
| **Edits:** | • Submittal Date must not be a future date. |
| **Error No:** | N/A |
| **Verifies:** | Must be valid date. |
| **Error:** | Invalid or no date. |
| **Error Message:** | File not processed. |
| **Date Revised:** | 04/13/2014 |

| Record Type 000 - Header | Enrollment Reporting Header Record |
|---|---|
| **Field Name:** | File Type |
| **Description:** | Indicates that this is the Enrollment Reporting roster file/Submittal File or the Error/Acknowledgment File. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 55-55 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • None |
| **Edits:** | 'R' (Roster) if Enrollment Reporting roster file/Submittal File<br>'E' (Error) if Error/Acknowledgment File, or Error Correction File<br>'A' (Ad hoc) for ad hoc reporting |
| **Error No:** | N/A |
| **Verifies:** | Must be R, A, or E. |
| **Error:** | Invalid character. |
| **Error Message:** | File not processed. |
| **Date Revised:** | 04/13/2014 |

| Record Type 000 - Header | Enrollment Reporting Header Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field to complete full record length. |
| **Type:** | Character |
| **Size:** | 355 |
| **Position:** | 56-410 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

**Enrollment Reporting File Campus-Level Record**                                **Length = 410**

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Record Type |
| **Description:** | A 3-digit number that identifies the record type in the student record in the Enrollment Reporting roster file. |
| **Type:** | Character |
| **Size:** | 3 |
| **Position:** | 1-3 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • Record Type for the Detail record is 001. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Current SSN |
| **Description:** | Social Security Number of a Title IV aid recipient. |
| **Type:** | Character |
| **Size:** | 9 |
| **Position:** | 4-12 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • Valid or pseudo-SSN reported to NSLDS by the data provider.<br>• If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents.<br>• If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN.<br>• If the actual number is not available, enter the pseudo-SSN assigned by the data provider.<br>• Values in Student's SSN, Student Current First, and Student Current Last must match values in the enrollment record produced by NSLDS, except for school-added records. |
| **Edits:** | • For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database. |
| **Error No:** | 11 |
| **Verifies:** | Must match value in the NSLDS database. |
| **Error:** | Does not match value in NSLDS database. |
| **Error Message:** | No Detail record matches the record identifiers (Student Current First, Student Current Last, and Student's SSN) in NSLDS database. |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | OPEID |
| **Description:** | An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified. |
| **Type:** | Character |
| **Size:** | 8 |
| **Position:** | 13-20 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1–800–999–8219. |
| **Edits:** | • Must be a valid 8-digit OPEID code from the NSLDS School Codes Table. |
| **Error No:** | 50 |
| **Verifies:** | Must be valid OPEID. |
| **Error:** | Not Valid OPEID. |
| **Error Message:** | Invalid school code. |
| **Error No:** | 52 |
| **Verifies:** | Authorization to submit. |
| **Error:** | Security. |
| **Error Message:** | Not authorized to submit enrollment data for school, branch or move to location. |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student SSN Pseudo Indicator |
| **Description:** | A single-character indicator showing whether the Student's Social Security number is real or pseudo. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 21-21 |
| **Reporting:** | Mandatory |
| **History Kept:** | No |
| **Comments:** | • SSN indicator reported to NSLDS by the data provider could be R (for "real") or P (for "pseudo").<br>• If you add a student to the Submittal File, you must use the correct SSN and fill in this field with R (for "real"). |
| **Edits:** | • Must be R (for "real") or P (for "pseudo"). |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 06/29/2014 |

| **Record Type 001 - Campus-Level** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Student Current First Name |
| **Description:** | First name of the Title IV aid recipient. |
| **Type:** | Character |
| **Size:** | 35 |
| **Position:** | 22-56 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • First name reported to NSLDS by the data provider.<br>• If the student has no first name, this field contains 'NFN' (no first name).<br>• If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents.<br>• If you add a student to the Submittal File, you must fill in this field with the first name.<br>• If the student does not have a first name, you must fill in this field with 'NFN'.<br>• If the first name exceeds 35 characters, drop any characters in excess of 35.<br>• Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in enrollment record produced by NSLDS, except for school-added records. |
| **Edits:** | • For NSLDS-provided records: Must match Enrollment Reporting roster file. |
| **Error No:** | 11 |
| **Verifies:** | Must match value in NSLDS database. |
| **Error:** | Does not match value in NSLDS database. |
| **Error Message:** | No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in NSLDS database. |
| **Date Revised:** | 06/29/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Current Last Name |
| **Description:** | Current last name of the Title IV aid recipient. |
| **Type:** | Character |
| **Size:** | 35 |
| **Position:** | 57-91 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • Last name reported to NSLDS by the data provider. <br> • If the student has no last name, this field contains 'NLN'. <br> • If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents. <br> • If you add a student to the Submittal File, you must fill in this field with the last name. <br> • If the student does not have a last name, you must fill in this field with 'NLN'. <br> • If the last name exceeds 35 characters, drop any characters in excess of 35. |
| **Edits:** | • For NSLDS-provided records: Must match Enrollment Reporting roster file. |
| **Error No:** | 11 |
| **Verifies:** | Must match value in NSLDS database. |
| **Error:** | Does not match value in NSLDS database. |
| **Error Message:** | No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in NSLDS database. |
| **Date Revised:** | 06/29/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Current Middle Name |
| **Description:** | Middle name of the Title IV aid recipient. |
| **Type:** | Character |
| **Size:** | 35 |
| **Position:** | 92-126 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Middle name reported to NSLDS by the data provider.<br>• If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents.<br>• If you add a student to the Submittal File and the student has no middle name, leave this field blank. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 06/29/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Date of Birth |
| **Description:** | Date (year, month, and day) on which the Title IV aid recipient was born. |
| **Type:** | Date |
| **Size:** | 8 |
| **Position:** | 127-134 |
| **Reporting:** | Mandatory |
| **History Kept:** | No |
| **Comments:** | • CCYYMMDD format.<br>• Date of Student's Birth as reported to NSLDS by the data provider.<br>• If a student's birth date is unknown, this field contains '19000101'.<br>• If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents.<br>• If you add a student to the Submittal File, you must fill in this field. |
| **Edits:** | • Must all be numeric.<br>• MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year. |
| **Error No:** | 13 |
| **Verifies:** | Must be valid date. |
| **Error:** | Invalid date. |
| **Error Message:** | Invalid Date of Student's Birth. |
| **Date Revised:** | 06/29/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Branch Designator Code |
| **Description:** | School-assigned designation used instead of the SSN to identify the Title IV aid recipient. |
| **Type:** | Character |
| **Size:** | 20 |
| **Position:** | 135-154 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • If your school does not use the SSN as the key identifier in its registration database, use this field to capture the designator you use for that purpose. <br> • If supplied, NSLDS will return the school ID in each Enrollment Reporting roster file, which will ease the task of subsequently matching NSLDS records to school data. <br> • The data are not forwarded to the data provider. |
| **Edits:** | • None, although left-justification is recommended. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Certification Date |
| **Description:** | Date the school certifies the enrollment information updated in the Enrollment Reporting roster file. |
| **Type:** | Date |
| **Size:** | 8 |
| **Position:** | 155-162 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • CCYYMMDD format. You must fill in this field with the certification date.<br>• You must fill in this field with the certification date. |
| **Edits:** | • Certification date must be less than process date.<br>• Certification date must be within a parameter set by NSLDS to ensure the certification date is not unreasonably old. |
| **Error No:** | 37 |
| **Verifies:** | Must be valid date. |
| **Error:** | Invalid or no date. |
| **Error Message:** | Invalid Certification Date. |
| **Error No:** | 38 |
| **Verifies:** | Too old. |
| **Error:** | Cert date too old. |
| **Error Message:** | Certification date is too old to be applied as current on NSLDS. |
| **Error No:** | 39 |
| **Verifies:** | Future date. |
| **Error:** | Future date not allowed for Cert date. |
| **Error Message:** | Date cannot be in the future. |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Enrollment Effective Date |
| **Description:** | Effective date (year, month and day) a borrower entered current enrollment status. |
| **Type:** | Date |
| **Size:** | 8 |
| **Position:** | 163-170 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • CCYYMMDD format. <br> • Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in Appendix B, Enrollment Status Codes. <br> • If the enrollment status has not changed, do not change this field. <br> • This field is the date a borrower entered current enrollment status and *not* the date the file is processed by the school (Certification Date). |
| **Edits:** | • Must be all numeric. <br> • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. <br> • There must be a corresponding value in the Code for Enrollment Status field. <br> • Must be no more than 30 years in the past, based on the Enrollment Reporting roster generation date. <br> • Cannot be before the student's date of birth plus 12 years. |
| **Error No:** | 21 |
| **Verifies:** | Must be numeric. |
| **Error:** | Invalid date. |
| **Error Message:** | Invalid Date Enrollment Status Effective. |
| **Error No:** | 23 |
| **Verifies:** | Field is completed. |
| **Error:** | Field not completed. |
| **Error Message:** | Missing Date Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to 'D' for Deceased. |
| **Error No:** | 21 |
| **Verifies:** | Must be less than 30 years in the past, based on Enrollment Reporting roster generation date. |
| **Error:** | More than 30 years in the past. |
| **Error Message:** | Invalid Date Enrollment Status Effective. |

| | |
|---|---|
| **Error No:** | 21 |
| **Verifies:** | Must be greater than Student's Date of Birth plus 12 years. |
| **Error:** | Less than Student's Date of Birth plus 12. |
| **Error Message:** | Invalid Date Enrollment Status Effective. |
| **Error No:** | 30 |
| **Verifies:** | Must be less than or equal to Certification Date. |
| **Error:** | Greater than or equal to Certification Date. |
| **Error Message:** | Certification Date must be greater than or equal to Date Enrollment Status Effective. |
| **Error No:** | 33 |
| **Verifies:** | Must be less than or equal to ACD. |
| **Error:** | Greater than ACD. |
| **Error Message:** | Anticipated Completion Date must be greater than Effective date when edited (F,Q,H,A,L). |
| **Error No:** | 32 |
| **Verifies:** | Date change falls in acceptable range in relation to historical data |
| **Error:** | Date sequence error. |
| **Error Message:** | Certification is prior to a previous certification and ACD, Enrollment code or effective date is different from last reported. |
| **Error No:** | 34 |
| **Verifies:** | Effective date too old. |
| **Error:** | Too old. |
| **Error Message:** | For enrollment code A, the effective date cannot be more than 180 days prior to the certification date. |
| **Error No:** | 35 |
| **Verifies:** | Certification date cannot equal Effective Date. |
| **Error:** | Invalid date. |
| **Error Message:** | If a new certification date is reported for enrollment codes F, Q, H, or A, and the F, Q, H, or A has not changed from the prior reported value, then the Effective date cannot equal the Certification date in the input record. |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Enrollment Status |
| **Description:** | Code reflecting student's current enrollment status (as of the Submittal Date in the Header record). |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 171-171 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • This field in the Enrollment Reporting roster file contains the enrollment status most recently reported to NSLDS. Along with the Date Enrollment Status Effective field, it is the most significant piece of data in the entire Enrollment Reporting process.<br>• Together these fields determine the exact beginning of the student's grace and subsequent repayment period.<br>• If a student's enrollment status has changed, you must update this field with the student's current enrollment status (see Appendix B, Enrollment Status Codes). |
| **Edits:** | • Must be a valid code from Appendix B, Enrollment Status Codes, and must have a corresponding value in the Date Enrollment Status Effective field. |
| **Error No:** | 19 |
| **Verifies:** | Cannot be blank. |
| **Error:** | Is blank. |
| **Error Message:** | Missing Code for Enrollment Status. |
| **Error No:** | 20 |
| **Verifies:** | Must be valid code. |
| **Error:** | Invalid code. |
| **Error Message:** | Invalid Code for Enrollment Status. |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Anticipated Completion Date |
| **Description:** | Date (year, month, and day) when a student is scheduled to complete course requirements. |
| **Type:** | Date |
| **Size:** | 8 |
| **Position:** | 172-179 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • CCYYMMDD format.<br>• For degree programs, this date is the same as the anticipated graduation date. The date already in this field is the one most recently reported to NSLDS by the school. If the school has not reported, the date supplied by the data provider is used.<br>• This is a key element in monitoring the student's projected entry into the grace period and subsequent repayment period.<br>• This field must be reviewed in each Enrollment Reporting roster file and updated as appropriate especially when an enrollment status change occurs.<br>• If the date seems reasonable given the student's academic progress, do not modify. Modify only if there is a substantial change (that is, May to August, rather than May 2nd to May 3rd).<br>• If you add a student to the Submittal File, this field must contain the school's most current estimate.<br>• The date received from a school will be modified if the date is 10 years more than the Certification Date. The date will be modified to a date 10 years from the Certification Date.<br>• ACD is not required for an enrollment status of 'D', 'L', 'W', 'X', or 'Z'. |
| **Edits:** | • Must be all numeric.<br>• MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year; CC must be 19 or 20.<br>• If the Enrollment Status Code equals 'A', 'F', 'Q', 'H', or 'L' this date must be greater than the Certification Date and the Enrollment Effective Date (see Appendix B, Enrollment Status Codes).<br>• If an invalid value is used for 'L', NSLDS will not error. Instead the ACD will be explained by '00010101'.<br>• If the Enrollment Status Code equals 'G', this field must equal the Enrollment Status Effective Date. |

| | |
|---|---|
| **Error No:** | **15** |
| **Verifies:** | Must be numeric when Enrollment Status Code equals 'G', 'A', 'F', Q or 'H'. |
| **Error:** | Invalid date. |
| **Error Message:** | Anticipated Completion Date invalid format. |
| **Error No:** | 26 |
| **Verifies:** | Must be greater than Certification Date when Enrollment Status Code equals 'A', 'F', 'Q', 'H', or 'L'. |
| **Error:** | Is less than Certification Date. |
| **Error Message:** | Anticipated completion date must be greater than Certification Date when Enrollment Status Code equals 'A', 'F', 'Q' or 'H'. |
| **Error No:** | 33 |
| **Verifies:** | Must be greater than or equal to ESED. |
| **Error:** | Is less than ESED. |
| **Error Message:** | Anticipated Completion Date must be greater than Effective date when edited (F,Q,H,A,L). |
| **Error No:** | 16 |
| **Verifies:** | Must not exceed 10 years after certification date. |
| **Error:** | Is greater than 10 years after Certification Date. |
| **Error Message:** | Anticipated Completion Date cannot be greater than 10 years after the certification. |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Term Begin Date |
| **Description:** | The first date (year, month, and day) of the term. |
| **Type:** | Date |
| **Size:** | 8 |
| **Position:** | 180-187 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • CCYYMMDD format. |
| **Edits:** | • Must be all numeric.<br>• MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. |
| **Error No:** | None. |
| **Verifies:** | Must be valid date. |
| **Error:** | Invalid or no date. |
| **Error Message:** | Invalid date. |
| **Error No:** | 43 |
| **Verifies:** | Invalid date format. |
| **Error:** | Invalid date format. |
| **Error Message:** | Invalid format CCYYMMDD. |
| **Error No:** | 49 |
| **Verifies:** | Must be prior to Term End date. |
| **Error:** | Must be prior to Term End date. |
| **Error Message:** | Begin must be prior to Term End Date, if Term Begin and Term End Dates supplied. |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Term End Date |
| **Description:** | The last date (year, month, and day) of the term. |
| **Type:** | Date |
| **Size:** | 8 |
| **Position:** | 188-195 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • CCYYMMDD format. |
| **Edits:** | • Must be all numeric.<br>• MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. |
| **Error No:** | None. |
| **Verifies:** | Must be valid date. |
| **Error:** | Invalid or no date. |
| **Error Message:** | Invalid date. |
| **Error No:** | 43 |
| **Verifies:** | Invalid date format. |
| **Error:** | Invalid date format. |
| **Error Message:** | Invalid format CCYYMMDD. |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Address Effective Date |
| **Description:** | Date student's address became effective or the sender became aware of the information. |
| **Type:** | Date |
| **Size:** | 8 |
| **Position:** | 196-203 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • CCYYMMDD format. |
| **Edits:** | • Must be all numeric.<br>• MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year.<br>• Required if address data is provided.<br>• Not required if campus-level enrollment status is 'X' or 'Z' |
| **Error No:** | 45 |
| **Verifies:** | Required date. |
| **Error:** | Date required. |
| **Error Message:** | Required when address is submitted. |
| **Error No:** | 46 |
| **Verifies:** | Must be valid date. |
| **Error:** | Invalid date. |
| **Error Message:** | Must be a valid date CCYYMMDD. |
| **Error No:** | 47 |
| **Verifies:** | Future date not allowed. |
| **Error:** | Future date not allowed. |
| **Error Message:** | Must not be in the future. |
| **Error No:** | 54 |
| **Verifies:** | Address data required. |
| **Error:** | Address data required. |
| **Error Message:** | Date supplied without address data. |
| **Date Revised:** | 06/30/2014 |

| **Record Type 001 - Campus-Level** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Good Address Flag |
| **Description:** | Flag to indicate a valid student address. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 204-204 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • None. |
| **Edits:** | • Valid values are 'Y' and 'N'.<br>• If no address is being supplied, populated with spaces.<br>• Not required if campus-level enrollment status is 'X' or 'Z' |
| **Error No:** | 44 |
| **Verifies:** | Invalid value. |
| **Error:** | Invalid value. |
| **Error Message:** | Invalid value. |
| **Date Revised:** | 06/30/2014 |

| **Record Type 001 - Campus-Level** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Student Permanent Address Line 1 |
| **Description:** | First line of student address. |
| **Type:** | Character |
| **Size:** | 40 |
| **Position:** | 205-244 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • None. |
| **Edits:** | • Not required if campus-level enrollment status is 'X' or 'Z' |
| **Error No:** | 41 |
| **Verifies:** | Invalid address. |
| **Error:** | Invalid address. |
| **Error Message:** | Must be left justified. |
| **Date Revised:** | 06/30/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Permanent Address Line 2 |
| **Description:** | Second line of student address. |
| **Type:** | Character |
| **Size:** | 40 |
| **Position:** | 245-284 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • None. |
| **Edits:** | • Not required if campus-level enrollment status is 'X' or 'Z' |
| **Error No:** | 41 |
| **Verifies:** | Invalid address. |
| **Error:** | Invalid address. |
| **Error Message:** | Must be left justified. |
| **Date Revised:** | 06/30/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Permanent Address City |
| **Description:** | City where student lives. |
| **Type:** | Character |
| **Size:** | 30 |
| **Position:** | 285-314 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • N/A |
| **Edits:** | • Not required if campus-level enrollment status is 'X' or 'Z' |
| **Error No:** | 41 |
| **Verifies:** | Invalid address. |
| **Error:** | Invalid address. |
| **Error Message:** | Must be left justified. |
| **Date Revised:** | 06/30/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Permanent Address State/Province |
| **Description:** | State or province where student lives. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 315-316 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • Must be valid state or province. |
| **Edits:** | • Must be valid state or province. |
| | • Not required if campus-level enrollment status is 'X' or 'Z' |
| **Error No:** | 42 |
| **Verifies:** | Invalid state. |
| **Error:** | Invalid state. |
| **Error Message:** | Invalid code. |
| **Date Revised:** | 06/30/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Permanent Address Country |
| **Description:** | Country where student lives. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 317-318 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • None. |
| **Edits:** | • Must be valid country code. |
| | • Not required if campus-level enrollment status is 'X' or 'Z' |
| **Error No:** | 48 |
| **Verifies:** | Invalid country. |
| **Error:** | Invalid country. |
| **Error Message:** | Invalid code. |
| **Date Revised:** | 06/30/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Permanent Address Postal Code |
| **Description:** | Postal code where student lives. |
| **Type:** | Character |
| **Size:** | 17 |
| **Position:** | 319-335 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • None. |
| **Edits:** | • Not required if campus-level enrollment status is 'X' or 'Z' |
| **Error No:** | 41 |
| **Verifies:** | Invalid postal code. |
| **Error:** | Invalid postal code. |
| **Error Message:** | Must be left justified. |
| **Date Revised:** | 06/30/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Phone Type |
| **Description:** | The type of phone number being reported. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 336-336 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Valid values are: 'C' (Cell), 'H' (Home), 'O' (Other), 'W' (Work). |
| **Edits:** | • Valid values are: 'C' (Cell), 'H' (Home), 'O' (Other), 'W' (Work). |
| **Error No:** | 56 |
| **Verifies:** | Invalid value. |
| **Error:** | Invalid value. |
| **Error Message:** | Invalid value. |
| **Date Revised:** | 06/29/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Preferred Phone Number Flag |
| **Description:** | Flag indicating whether this is a phone number the student prefers to use. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 337-337 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Valid values are: 'Y' (Yes), 'N' (No). |
|  | • Spaces default to 'Y'. |
| **Edits:** | Valid values are: 'Y' (Yes), 'N' (No). |
| **Error No:** | 57 |
| **Verifies:** | Invalid value. |
| **Error:** | Invalid value. |
| **Error Message:** | Invalid value. |
| **Date Revised:** | 06/29/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Phone Country Code |
| **Description:** | The country code for the student phone number. |
| **Type:** | Character |
| **Size:** | 3 |
| **Position:** | 338-340 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • None. |
| **Edits:** | Must be valid country code. |
| **Error No:** | 58 |
| **Verifies:** | Invalid country. |
| **Error:** | Invalid country. |
| **Error Message:** | Invalid country code. |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Phone Number |
| **Description:** | The student's phone number. |
| **Type:** | Character |
| **Size:** | 11 |
| **Position:** | 341-351 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Must be Numeric.<br>• Left aligned and padded with spaces to right. |
| **Edits:** | Must be Numeric. |
| **Error No:** | 59 |
| **Verifies:** | Must be Numeric. |
| **Error:** | Left aligned and padded with spaces to right. |
| **Error Message:** | Must be Numeric. Left aligned and padded with spaces to right. |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Move to OPEID |
| **Description:** | Eight-Digit Office of Postsecondary Education ID for school location to which student enrollment is being moved. |
| **Type:** | Character |
| **Size:** | 8 |
| **Position:** | 352-359 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • The action here is Withdrawal from the current location and Add/Update to the new location using the reported detail. |
| **Edits:** | • Must be a valid 8-digit OPEID code. |
| **Error No:** | 51 |
| **Verifies:** | Must be valid OPEID. |
| **Error:** | Not a valid OPEID. |
| **Error Message:** | Invalid move to OPEID. |
| **Error No:** | 52 |
| **Verifies:** | Authorization to submit. |
| **Error:** | Security. |
| **Error Message:** | Not authorized to submit enrollment data for school, branch or move to location. |

| **Date Revised:** | 04/13/2014 |
| --- | --- |

| **Record Type 001 - Campus-Level** | **Enrollment Reporting Detail Record** |
| --- | --- |
| **Field Name:** | Program Indicator |
| **Description:** | Indicates if a student is enrolled in at least one program. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 360-360 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | Values are:<br>• 'Y' (Yes)<br>• 'N' (No)<br>Spaces default to 'Y'.<br><br>If this field is populated with a "Y" or "Space" the school is required to report the student's program-level enrollment data in record type '002'.<br>    • Student's Program-Level enrollment data (Record Type '002') must be reported regardless of whether the program is eligible for Title IV aid.<br>If this field is populated with an "N" the school is not required to report the program-level enrollment data in Record Type '002'. |
| **Edits:** | Values are: 'Y' (Yes), 'N' (No), Spaces default to 'Y'. |
| **Error No:** | 73 |
| **Verifies:** | If the school submits programs there are program records in the detail records. |
| **Error:** | Conflict between campus and program level data. |
| **Error Message:** | Conflict between campus and program level data. |
| **Date Revised:** | 04/13/2014 |

| **Record Type 001 - Campus-Level** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 29 |
| **Position:** | 361-394 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| **Record Type 001 - Campus-Level** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Bundle Rejected Flag |
| **Description:** | Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 395-395 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • None. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| **Record Type 001 - Campus-Level** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Error Code 1 |
| **Description:** | Code of error in student record returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 396-397 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File.<br>• This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| **Record Type 001 - Campus-Level** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 398-398 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Error Code 2 |
| **Description:** | Code of error returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 399-400 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File.<br>• This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 401-401 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| **Record Type 001 - Campus-Level** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Error Code 3 |
| **Description:** | Code of error returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 402-403 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File.<br>• This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| **Record Type 001 - Campus-Level** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 404-404 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A. |
| **Error:** | N/A. |
| **Error Message:** | N/A. |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Error Code 4 |
| **Description:** | Code of error returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 405-406 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File.<br>• This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 407-407 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Error Code 5 |
| **Description:** | Code of error returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 408-409 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File.<br>• This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 001 - Campus-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 410-410 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message** | N/A |
| **Date Revised:** | 04/13/2014 |

*Enrollment Reporting File Program-Level Record*                              *Length = 410*

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Record Type |
| **Description:** | A 3-digit number used to verify the proper location of the Program-Level record in the Enrollment Reporting roster file. |
| **Type:** | Character |
| **Size:** | 3 |
| **Position:** | 1-3 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • Record Type for the Detail record is 002. |
| **Edits:** | • Must equal '002. |
| **Error No:** | N/A |
| **Verifies:** | Must equal 002. |
| **Error:** | Does not equal 002. |
| **Error Message:** | File not processed. |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Current SSN |
| **Description:** | Social Security Number of a Title IV aid recipient. |
| **Type:** | Character |
| **Size:** | 9 |
| **Position:** | 4-12 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • Valid or pseudo-SSN reported to NSLDS by the data provider.<br>• If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents.<br>• If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN.<br>• If the actual number is not available, enter the pseudo-SSN assigned by the data provider.<br>• Values in Student's SSN, Student Current First, and Student Current Last must match values in the enrollment record produced by NSLDS, except for school-added records. |
| **Edits:** | • For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database. |
| **Error No:** | 11 |
| **Verifies:** | Must match value in NSLDS database. |
| **Error:** | Does not match value in NSLDS database. |
| **Error Message:** | No Detail record matches the record identifiers (Student Current First, Student Current Last, and Student's SSN) in NSLDS database. |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | OPEID |
| **Description:** | An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified. |
| **Type:** | Character |
| **Size:** | 8 |
| **Position:** | 13-20 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1–800–999–8219. |
| **Edits:** | • Must be a valid 8-digit OPEID code from NSLDS School Codes Table. |
| **Error No:** | 50 |
| **Verifies:** | Must be valid OPEID. |
| **Error:** | Not Valid OPEID. |
| **Error Message:** | Invalid school code. |
| **Error No:** | 52 |
| **Verifies:** | Authorization to submit. |
| **Error:** | Security. |
| **Error Message:** | Not authorized to submit enrollment data for school, branch or move to location. |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | CIP Code |
| **Description:** | Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content. |
| **Type:** | Character |
| **Size:** | 6 |
| **Position:** | 21-26 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • None |
| **Edits:** | • None |
| **Error No:** | 60 |
| **Verifies:** | Valid code for CIP Year. |
| **Error:** | Must be valid code for CIP Year |
| **Error Message:** | Must be valid code for CIP Year |

| Date Revised: | 04/13/2014 |
|---|---|

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | CIP Year |
| **Description:** | Year in which the CIP codes used by NSLDS were published. The CIP Year for the codes currently used by NSLDS is 2010. |
| **Type:** | Character |
| **Size:** | 4 |
| **Position:** | 27-30 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • Format CCYY<br>• Must be numeric.<br>• Spaces default to 2010 |
| **Edits:** | • None. |
| **Error No:** | 61 |
| **Verifies:** | Must be numeric. |
| **Error:** | Must be numeric. Spaces default to 2010 |
| **Error Message:** | Must be numeric. Spaces default to 2010 |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Credential Level |
| **Description:** | Code reflecting student's current academic program degree level code. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 31-32 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • The academic program degree level code:<br>   – '01' (Undergraduate Certificate or Diploma Program)<br>   – '02' (Associate's Degree)<br>   – '03' (Bachelor's Degree)<br>   – '04' (Post Baccalaureate Certificate)<br>   – '05' (Master's Degree)<br>   – '06' (Doctoral Degree)<br>   – '07' (First Professional Degree)<br>   – '08' (Graduate / Professional Certificate)<br>   – '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification])<br>• While history is kept, it does not display on the <u>NSLDSFAP</u> website<br>• If using a spreadsheet, formatting will yield the following results:<br>• General – leading zeroes will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in the correct code being collected.<br>• Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.<br>• Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters. |
| **Edits:** | • Must be a valid academic program degree level code. |
| **Error No:** | 53 |
| **Verifies:** | Code for Credential Level. |
| **Error:** | Invalid Code. |
| **Error Message:** | Credential level value is invalid. |
| **Error No:** | 62 |
| **Verifies:** | Invalid value. |
| **Error:** | Invalid value. |
| **Error Message:** | Invalid value. |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Published Program Length |
| **Description:** | The length of the instructional program in years, months, or weeks as published by the school. |
| **Type:** | Character |
| **Size:** | 6 |
| **Position:** | 33-38 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report:<br>• "000100" to represent a value of one tenth<br>• "001000" to represent a value of one"<br>• "010000" to represent a value of ten"<br>• "100000" to represent a value of one hundred" |
| **Edits:** | • None. |
| **Error No:** | 63 |
| **Verifies:** | Must be numeric and non-zero. |
| **Error:** | Must be numeric and non-zero. |
| **Error Message:** | Must be numeric and non-zero. |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Published Program Length Measurement |
| **Description:** | The unit of measure for the length of the instructional program as published by the school. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 39-39 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • Valid values are: 'W' (Weeks), 'M' (Months),  'Y' (Years) |
| **Edits:** | • None. |
| **Error No:** | 64 |
| **Verifies:** | Required. Invalid value. |
| **Error:** | Required. Invalid value. |
| **Error Message:** | Required. Invalid value. |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Weeks in Title IV Academic Year |
| **Description:** | The total number of weeks of instruction in the program's academic year. |
| **Type:** | Character |
| **Size:** | 6 |
| **Position:** | 40-45 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • Only report when Published Program Length Measurement is W or M.<br>• Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report:<br>   – "000100" to represent a value of one tenth<br>   – "001000" to represent a value of one<br>   – "010000" to represent a value of ten<br>   – "100000" to represent a value of one hundred |
| **Edits:** | • Required. Must be numeric and greater than zero if Published Program Length Measurement = M or W. |
| **Error No:** | 65 |
| **Verifies:** | Required. Must be numeric. Invalid value. |
| **Error:** | Required. Must be numeric. Invalid value. |
| **Error Message:** | Required. Must be numeric and greater than or equal to 26 if Published Program Length Measurement = M or W. |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Program Begin Date |
| **Description:** | The date on which the student began attending the program. |
| **Type:** | Character |
| **Size:** | 8 |
| **Position:** | 46-53 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • Format CCYYMMDD |
| **Edits:** | • Required. Must be a valid date less than or equal to Program Effective Date. |
| **Error No:** | 66 |
| **Verifies:** | Required. Must be a valid date less than or equal to Program Enrollment Effective Date. |
| **Error:** | Required. Must be a valid date less than or equal to Program Effective Date. |
| **Error Message:** | Required. Must be a valid date less than or equal to Program Effective Date. |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Special Program Indicator |
| **Description:** | Flag to indicate that the program belongs to one of the groups |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 54-54 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | Valid values:<br>• 'A' (Selective Admission Associate Degree Program, Special Assoc.)<br>• 'B' (Bachelor's Degree Completion Program, Bachelor)<br>• 'N' (Not Applicable)<br>• 'P' (Preparatory Coursework Graduate Professional Program, Prep Grad)<br>• 'T' (Non-Credential Teacher Certification Program, Teacher Cert)<br>• 'U' (Preparatory Coursework Undergraduate Program, Prep Undergrad) |
| **Edits:** | • Valid values<br>    ○ If 'A' is reported, Credential Level must = 02<br>    ○ If 'B' is reported, Credential Level must = 03<br>    ○ If 'P', 'T' or 'U' is reported, Credential Level must = 99 |
| **Error No:** | 67 |
| **Verifies:** | Invalid value. |
| **Error:** | Invalid value. |
| **Error Message:** | Invalid value. |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Program Enrollment Status |
| **Description:** | Code reflecting student's current enrollment status (as of the Certification Date). |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 55-55 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | Values are:<br>• 'F' (Full-Time)<br>• 'Q' (Three-Quarter Time)<br>• 'H' (Half-Time)<br>• 'L' (Less Than Half-Time)<br>• 'A' (Leave Of Absence)<br>• 'G' (Graduated)<br>• 'W' (Withdrawn)<br>• 'D' (Deceased)<br>• 'X' (Never Attended)<br>• 'Z' (Record Not Found) |
| **Edits:** | • Must be a valid code from Appendix Enrollment Status Codes, and must have a corresponding value in the Date Enrollment Status Effective field. |
| **Error No:** | 68 |
| **Verifies:** | Cannot be blank. |
| **Error:** | Is blank. |
| **Error Message:** | Valid Code for Enrollment Status. |
| **Date Revised:** | 04/13/2014 |

| **Record Type 002 - Program-Level** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Program Enrollment Effective Date |
| **Description:** | Effective date (year, month and day) a borrower entered current enrollment status. |
| **Type:** | Date |
| **Size:** | 8 |
| **Position:** | 56-63 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • CCYYMMDD format.<br>• If the enrollment status has not changed, do not change this field.<br>• This field is the date a borrower entered current enrollment status and *not* the date the file is processed by the school (Certification Date). |
| **Edits:** | • Must be all numeric.<br>• MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year.<br>• There must be a corresponding value in the Code for Enrollment Status field.<br>• Must be no more than 30 years in the past, based on the Enrollment Reporting roster generation date.<br>• Cannot be before the student's date of birth plus 12 years. |
| **Error No:** | 69 |
| **Verifies:** | Required. Must be a valid date not later than the Certification Date. |
| **Error:** | Invalid date. |
| **Error Message:** | Required. Must be a valid date not later than the Certification Date. |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 331 |
| **Position:** | 64-395 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Bundle Rejected Flag |
| **Description:** | Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 395-395 |
| **Reporting:** | Optional. |
| **History Kept:** | Yes |
| **Comments:** | • Code of error in student record returned to school by NSLDS. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Error Code 1 |
| **Description:** | Code of error in student record returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 396-397 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File.<br>• This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 398-398 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A. |
| **Error:** | N/A. |
| **Error Message:** | N/A. |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Error Code 2 |
| **Description:** | Code of error returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 399-400 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File.<br>• This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 401-401 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Error Code 3 |
| **Description:** | Code of error returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 402-403 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File. <br> • This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 404-404 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Error Code 4 |
| **Description:** | Code of error in student record returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 405-406 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File. <br> • This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 407-407 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Error Code 5 |
| **Description:** | Code of error in student record returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 408-409 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File.<br>• This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 002 - Program-Level | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 410-410 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

### *Enrollment Reporting File Email Address Record* | *Length = 410*

| Record Type 003 - Email Address | Enrollment Reporting Detail Record |
| --- | --- |
| **Field Name:** | Record Type |
| **Description:** | A 3-digit number used to verify the proper location of the Email Address record in the Enrollment Reporting roster file. |
| **Type:** | Character |
| **Size:** | 3 |
| **Position:** | 1-3 |
| **Reporting:** | Optional. |
| **History Kept:** | N/A |
| **Comments:** | • None |
| **Edits:** | • Must equal '003'. |
| **Error No:** | N/A |
| **Verifies:** | Must equal 003. |
| **Error:** | Does not equal 003. |
| **Error Message:** | File not processed. |
| **Date Revised:** | 04/13/2014 |

| Record Type 003 - Email Address | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Student Current SSN |
| **Description:** | Social Security Number of a Title IV aid recipient. |
| **Type:** | Character |
| **Size:** | 9 |
| **Position:** | 4-12 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Valid or pseudo-SSN reported to NSLDS by the data provider. <br> • If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents. <br> • If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN. <br> • If the actual number is not available, enter the pseudo-SSN assigned by the data provider. <br> • Values in Student's SSN, Student Current First, and Student Current Last must match values in the enrollment record produced by NSLDS, except for school-added records. |
| **Edits:** | • For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database. |
| **Error No:** | 11 |
| **Verifies:** | Must match value in NSLDS database. |
| **Error:** | Does not match value in NSLDS database. |
| **Error Message:** | No Detail record matches the record identifiers (Student Current First, Student Current Last, and Student's SSN) in NSLDS database. |
| **Date Revised:** | 04/13/2014 |

| **Record Type 003 - Email Address** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | OPEID |
| **Description:** | An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified. |
| **Type:** | Character |
| **Size:** | 8 |
| **Position:** | 13-20 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1–800–999–8219. |
| **Edits:** | • Must be a valid 8-digit OPEID code from the NSLDS School Codes Table. |
| **Error No:** | 50 |
| **Verifies:** | Must be valid OPEID. |
| **Error:** | Not Valid OPEID. |
| **Error Message:** | Invalid school code. |
| **Error No:** | 52 |
| **Verifies:** | Authorization to submit. |
| **Error:** | Security. |
| **Error Message:** | Not authorized to submit enrollment data for school, branch or move to location. |
| **Date Revised:** | 04/13/2014 |

| **Record Type 003 - Email Address** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Email Effective Date |
| **Description:** | Date as of which the email address is effective. |
| **Type:** | Date |
| **Size:** | 8 |
| **Position:** | 21-28 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Format CCYYMMDD |
| **Edits:** | • None. |
| **Error No:** | 70 |
| **Verifies:** | Invalid date |
| **Error:** | Required. Permitted value must be less or equal to the Certification Date on the Student record (record type 001). |
| **Error Message:** | Required. Permitted value must be less or equal to the Certification Date on the Student record (record type 001). |

| Date Revised: | 04/13/2014 |
| --- | --- |

| **Record Type 003 - Email Address** | **Enrollment Reporting Detail Record** |
| --- | --- |
| **Field Name:** | Good Email Address Flag |
| **Description:** | Flag indicating that the email address is good according to the school. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 29-29 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Values are 'Y' (Yes), and 'N' (No), Spaces default to Y. |
| **Edits:** | • None. |
| **Error No:** | 71 |
| **Verifies:** | Invalid value |
| **Error:** | Invalid value. Permitted values are 'Y' (Yes), and 'N' (No), Spaces default to Y. |
| **Error Message:** | Invalid value. Permitted values are 'Y' (Yes), and 'N' (No), Spaces default to Y. |
| **Date Revised:** | 04/13/2014 |

| **Record Type 003 - Email Address** | **Enrollment Reporting Detail Record** |
| --- | --- |
| **Field Name:** | Email Address |
| **Description:** | The email address being reported. |
| **Type:** | Character |
| **Size:** | 128 |
| **Position:** | 30-157 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Student's email address |
| **Edits:** | • Must be valid if supplied. |
| **Error No:** | 72 |
| **Verifies:** | Must be valid if supplied. |
| **Error:** | Must be valid if supplied. |
| **Error Message:** | Must be valid if supplied. |
| **Date Revised:** | 04/13/2014 |

| Record Type 003 - Email Address | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 237 |
| **Position:** | 158-394 |
| **Reporting:** | Optional |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 003 - Email Address | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Bundle Rejected Flag |
| **Description:** | Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 395-395 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Code of error in student record returned to school by NSLDS. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| **Record Type 003 - Email Address** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Error Code 1 |
| **Description:** | Code of error in student record returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 396-397 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File.<br>• This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| **Record Type 003 - Email Address** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 398-398 |
| **Reporting:** | Optional |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 003 - Email Address | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Error Code 2 |
| **Description:** | Code of error returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 399-400 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File.<br>• This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 003 - Email Address | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 401-401 |
| **Reporting:** | Optional |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 003 – Email Address | Enrollment Reporting Detail Record |
| --- | --- |
| **Field Name:** | Error Code 3 |
| **Description:** | Code of error returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 402-403 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File.<br>• This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 003 – Email Address | Enrollment Reporting Detail Record |
| --- | --- |
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 404-404 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 003 - Email Address | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Error Code 4 |
| **Description:** | Code of error returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 405-406 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File. <br>• This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 003 - Email Address | Enrollment Reporting Detail Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 407-407 |
| **Reporting:** | Optional |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| **Record Type 003 - Email Address** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Error Code 5 |
| **Description:** | Code of error returned to school by NSLDS. |
| **Type:** | Character |
| **Size:** | 2 |
| **Position:** | 408-409 |
| **Reporting:** | Optional |
| **History Kept:** | Yes |
| **Comments:** | • Record-level edits returned in the Error/Acknowledgement File. <br> • This field contains an error code to indicate how the record did not pass NSLDS validation of data. |
| **Edits:** | • See Error Codes in Appendix D. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| **Record Type 003 - Email Address** | **Enrollment Reporting Detail Record** |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 1 |
| **Position:** | 410-410 |
| **Reporting:** | Optional |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

### Enrollment Reporting File Trailer Record                                   Length = 410

| Record Type 999 - Trailer | Enrollment Reporting Trailer Record |
|---|---|
| **Field Name:** | Record Type |
| **Description:** | A 3-digit number used to verify the proper location of the Trailer record in the Enrollment Reporting roster file. |
| **Type:** | Character |
| **Size:** | 3 |
| **Position:** | 1-3 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • None. |
| **Edits:** | • Must equal '999'. |
| **Error No:** | N/A |
| **Verifies:** | Must equal '999'. |
| **Error:** | Does not equal '999'. |
| **Error Message:** | File not processed. |
| **Date Revised:** | 04/13/2014 |

| Record Type 999 - Trailer | Enrollment Reporting Trailer Record |
|---|---|
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size:** | 9 |
| **Position:** | 4-12 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 999 - Trailer | Enrollment Reporting Trailer Record |
|---|---|
| **Field Name:** | File Content ID |
| **Description:** | An 8-digit code used to identify the content of the file. |
| **Type:** | Character |
| **Size:** | 8 |
| **Position:** | 13-20 |
| **Reporting:** | Optional |
| **History Kept:** | N/A |
| **Comments:** | • Same as header. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 999 - Trailer | Enrollment Reporting Trailer Record |
|---|---|
| **Field Name:** | Detail Record Count |
| **Description:** | Number of Detail records in the file. |
| **Type:** | Character |
| **Size:** | 8 |
| **Position:** | 21-28 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • This field confirms that you have returned all records in the Enrollment Reporting roster file. <br> • This field contains the number of records in the Enrollment Reporting roster file <br> • If you add Detail records to the file for students not included in the Enrollment Reporting roster file, you must update this field to reflect those additional records. <br> • If you remove Detail records from the Enrollment Reporting roster file, you must update this field to reflect those records. |
| **Edits:** | Must be equal to the number of Detail records in the Submittal File. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 999 - Trailer | Enrollment Reporting Trailer Record |
|---|---|
| **Field Name:** | Valid Detail Record Count |
| **Description:** | Number of valid detail records in the file |
| **Type:** | Number |
| **Size** | 8 |
| **Position:** | 29-36 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • None |
| **Edits:** | • None |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| Record Type 999 - Trailer | Enrollment Reporting Trailer Record |
|---|---|
| **Field Name:** | Detail Records in Error Count |
| **Description:** | Number of detail records in error in the file. |
| **Type:** | Number |
| **Size** | 8 |
| **Position:** | 37-44 |
| **Reporting:** | Mandatory |
| **History Kept:** | Yes |
| **Comments:** | • None. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

| **Record Type 999 - Trailer** | **Enrollment Reporting Trailer Record** |
| --- | --- |
| **Field Name:** | Filler |
| **Description:** | Blank field. |
| **Type:** | Character |
| **Size** | 45 |
| **Position:** | 45-410 |
| **Reporting:** | Mandatory |
| **History Kept:** | N/A |
| **Comments:** | • This field is blank when sent to the school. |
| **Edits:** | • None. |
| **Error No:** | N/A |
| **Verifies:** | N/A |
| **Error:** | N/A |
| **Error Message:** | N/A |
| **Date Revised:** | 04/13/2014 |

## Appendix C – Enrollment Status Codes

**Enrollment Status Codes** - this section provides the valid Enrollment Status Codes to be used in a Submittal File or for Enrollment Update on the NSLDS website

| Code | Status | Definition | Date Used as Effective Date |
|------|--------|------------|-----------------------------|
| A | Approved leave of absence | Student is currently enrolled at this school, but has a leave of absence approved in accordance with [34 CFR 668.22(d) (2)]. | Date the student began an approved leave of absence. |
| D | Deceased | Student is deceased. | Date of death, if known; otherwise, the date the school was notified of the death by a reliable source. |
| F | Full-time | Student is enrolled full-time, according to the school's definition, in accordance with [34 CFR 668.2] or [34 CFR 682.200]. | Date on which the student most recently began uninterrupted[1] enrollment on a full- time basis. |
| G | Graduated | Student has completed the course of study. | Date the student completed the course requirements (not presentation date of the diploma or certificate). |
| H | Half-time or more, but less than full-time | Student is enrolled at least half-time but less than three-quarter time, according to this school's definition, in accordance with [34 CFR 682.200]. | Date student dropped below full-time, or if half time is the original status, the date on which the student most recently began uninterrupted[1] enrollment on a half time or more, but less than full-time basis. |
| L | Less than half- time | Student is enrolled less than half-time, according to this school's definition, in accordance with [34 CFR 682.200]. | Date student dropped below half time, or if less than half time is the original status, the date on which the student most recently began uninterrupted[1] enrollment on a less than half-time basis. |

| Code | Status | Definition | Date Used as Effective Date |
|------|--------|------------|------------------------------|
| Q | Three-quarter time | Student is enrolled at least three-quarter time, but less than full-time, according to the school's definition, in accordance with [34 CFR 668.2]. | Date student dropped below full-time, or if three-quarter time is the original status, the date on which the student most recently began uninterrupted[1] enrollment on a three-quarter time or more, but less than full-time basis. |
| W | Withdrawn (voluntary or involuntary) | Student has officially withdrawn from all courses at this school, stopped attending all classes at this school but did not officially withdraw, or for any reason did not re- enroll at this school for the next regular (non-summer) term without completing the course of study. | Date student officially withdraws or, in the absence of a formal withdrawal, the last recorded date of attendance. In the case of the student who completes a term and does not return for the next, leaving the course of study uncompleted, the final day of the term in which the student was last enrolled. |
| X | Never attended | Individual on whose behalf a loan was certified or awarded, who was admitted, may have enrolled (registered), but never attended classes at this school. (School *does* have a record of the individual.) | Report the first certification date of this status.  Do not change the effective date on the second reporting of this status. |
| Z | No record found | Individual for whom a thorough search of the school's records reveals no information. (School *does not* have a record of the individual.) | Report the first certification date of this status.  Do not change the effective date on the second reporting of this status. |

[1] Students are considered to be in-school and continuously enrolled during academic year holiday and vacation periods, as well as during the summer between academic years (even if not enrolled in a summer session), as long as there is reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as "Withdrawn" at the end of the spring term if they are expected to re-enroll for the fall term. If they do not return as expected, status must be changed to "Withdrawn" within 30 days of that determination, or within 30 days of the start of the new term, whichever occurs first, with an effective date of the last date of attendance.

## Appendix D – Error Codes

**Error Codes** - this section provides the record-level edits returned in the Error/Acknowledgment File or displayed on the NSLDS website when adding or updating student enrollment data.

| Error Code | Field Name | Error Message |
|---|---|---|
| 11 | Student Current SSN | The student identifiers (Student's Social Security number, first name, and date of birth) submitted by a school do not match those for any student in the database. |
| | Student Current First Name | |
| | Student Date of Birth (DOB) | |
| 13 | Student Date of Birth (DOB) | Invalid Date of Student's Birth. Must be a valid date in CCYYMMDD format. |
| 15 | Anticipated Completion Date | Invalid Date of Anticipated Completion. Must be a valid date in CCYYMMDD format when Enrollment Status Code of 'A', 'F', 'Q', 'H', 'L', or 'Q'. |
| 16 | Anticipated Completion Date | Anticipated Completion Date cannot be greater than 10 years after the Certification Date. |
| 19 | Enrollment Status Code | Missing Enrollment Status. |
| 20 | Enrollment Status Code | Invalid Enrollment Status Code. Valid codes are 'F', 'Q', 'H', 'L', 'A', 'W', 'G', 'D', 'X', and 'Z'. |
| 21 | Enrollment Status Effective Date | Invalid Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. It must be less than 30 years in the past, based on Certification Date, and greater than the Student Date of Birth plus 12 years. This edit is not applied to Enrollment Status 'D' with default, 'X' or 'Z'. |

| Error Code | Field Name | Error Message |
|---|---|---|
| 22 | Enrollment Status Code | A school cannot report an Enrollment Status of 'X' or 'Z' if an enrollment history (Enrollment Status Code of 'F', 'Q', 'H', 'A', or 'L') already exists for student at that school. |
| 23 | Enrollment Status Effective Date | Missing Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. This edit is not applied to Enrollment Status 'D', 'X', or 'Z' if the Effective Date is not populated. |
| 26 | Anticipated Completion Date | Anticipated Completion Date (ACD) must be greater than Certification Date when school reports Enrollment Status Code of 'A', 'F', 'Q' 'H', or 'L'. NSLDS will substitute the ACD on its database when no ACD is returned on the Submittal File, but that ACD will still be subject to this edit. |
| 30 | Enrollment Status Effective Date | Enrollment Status Effective Date must be less than or equal to Certification Date. |
| 32 | Enrollment Status Effective Date | Certification is prior to a previous certification and ACD, Enrollment status, or Effective Date is different from last reported.<br><br>This is due to a school reporting an Enrollment Status, Enrollment Status Effective Date, or Anticipated Completion Date (ACD) that does not match the current value stored in the database with a new Certification Date prior to the current Certification Date.<br><br>This will also apply when the enrollment code shows a difference between active attendance and inactive attendance with the same effective date, and more than one previous certification occurred at least one year prior. |

| Error Code | Field Name | Error Message |
|---|---|---|
| 33 | Anticipated Completion Date | Anticipated Completion Date must be greater than or equal to Enrollment Status Effective Date for Enrollment Status of 'A', 'F', 'Q', 'H', and 'L'. |
|  | Enrollment Status Effective Date |  |
| 34 | Certification Date | If the Enrollment Status Code is 'F', 'Q', 'H', or 'A', and has not changed since the last submission, Enrollment Status Effective Date cannot equal Certification Date. |
|  | Enrollment Status Effective Date |  |
| 35 | Enrollment Status Code | Certification Date cannot be more than 180 days after Enrollment Status Effective Date for Enrollment Status of 'A'. |
| 36 | Enrollment Status Effective Date | If a school has 10 or more students on its previous Enrollment Reporting roster file and more than 10 percent of the records on a Submittal File have an Enrollment Status Code of 'D', Roster Receipt will reject all the detail records that contain that status. |
| 37 | Certification Date is Invalid | Invalid Date of Certification. Must be a valid date in CCYYMMDD format. |
| 38 | Certification Date is too Old | The certification date has preceded the earliest allowable date for certification of data. |
| 39 | Certification Date is in the future | The certification date is in the future. Future certification of data is not allowed. |
| 41 | Street address line 1 | Must be left justified |
|  | Street address line 2 City |  |
|  | Postal code |  |
| 42 | State code | Invalid code |

| Error Code | Field Name | Error Message |
|---|---|---|
| 43 | Term Begin Date<br><br>Term End Date | Invalid date format CCYYMMDD |
| 44 | Good Address Flag | Valid values Y, N if address is supplied, spaces when no address |
| 45 | Address Effective date | Required if an address is supplied |
| 46 | Address Effective date | Invalid date format CCYYMMDD |
| 47 | Address Effective date | Cannot be a future date |
| 48 | Country code | Invalid code |
| 49 | Term Begin Date<br><br>Term End Date | Term Begin Date must be less than Term End Date if begin and end are both reported |
| 50 | School code/ OPEID | Invalid School code |
| 51 | Move To Location | Invalid Move To location |
| 52 | School and Move To Location | Not authorized to process input based on the Batch TG# or the Online user ID.  Can only use the Move To function between locations that share the same Enrollment Administrator as indicated in the Enrollment Reporting Profile. |
| 53 | Credential Level | Invalid Credential Level |
| 54 | Address effective date | Address was incomplete.. |
| 55 | Record Type | Invalid value. |

| Error Code | Field Name | Error Message |
|---|---|---|
| 56 | Student Phone Type | Invalid value. Valid codes are 'C', 'H', 'O', 'W'. Permitted value defaults to 'O' when Phone exists |
| 57 | Preferred Phone Number Flag | Invalid value. Valid codes are 'Y', Spaces. Defaults to 'Y' when Phone exists. |
| 58 | Student Phone Country Code | Must be numeric or spaces when Phone exists. |
| 59 | Student Phone Number | Must be Numeric. Left aligned and padded with spaces to right. |
| 60 | Classification of Institutional Programs | Must be valid code for CIP Year. |
| 61 | CIP Year | Must be numeric. Spaces default to 2010. |
| 62 | Program Credential Level | Invalid value. Valid codes are '01', '02', '03', '04', '05', '06', '07', '08', '99'. |
| 63 | Published Program Length | Must be numeric and non-zero. |
| 64 | Published Program Length Measurement | Valid codes are 'M', 'W', 'Y'. |
| 65 | Weeks in Title IV Academic Year | Must be numeric and greater than or equal to 26 if Published Program Length Measurement = M or W. |
| 66 | Student Begin Program Date | Must be a valid date less than or equal to Program Effective Date. |

| Error Code | Field Name | Error Message |
|---|---|---|
| 67 | Special Programs Indicator | Invalid value. Valid codes are 'A', 'B', 'U', 'N', 'P', "T'. <br><br> If Special Program is 'A', Credential Level must be 02 <br><br> If Special Program is 'B', Credential Level must be 03 <br><br> If Special Program is 'P', 'T' or 'U', Credential Level must be 99 |
| 68 | Program Enrollment Status | Must be valid Enrollment code. |
| 69 | Program Enrollment Effective Date | Must be a valid date not later than the Certification Date. |
| 70 | Email Effective Date | Permitted value must be less or equal to the Certification. <br><br> Date on the Student record (record type 001). |
| 71 | Good Email Address Flag | Invalid value. Valid codes are 'Y', 'N', and Spaces. Spaces default to Y. |
| 72 | Email Address | Must be valid if supplied. |
| 73 | Program Indicator | Conflict between campus and program level data. |
| 74 | Enrollment Status | Enrollment Conflict Error. Indicates incompatible values for campus and Program-Level enrollment. For example, an Enrollment Status of 'F' with a Campus-Level Enrollment Status of 'Z'. |
| 75 | Record Type | Bundle Incomplete. Indicates a required record is missing from a bundle. For example, there is no program-level enrollment record (record type '002') in a bundle, but the Enrollment record (record type '001') does not have its Program Indicator set to 'N'. |

## Appendix E – Error Checking

**Error Checking** - this appendix provides some of the common reasons that files and records are rejected.

Header Record

| Data Element | Validation Criteria | Action |
|---|---|---|
| Submittal Date | Must be a valid date in CCYYMMDD format. | Reject if invalid date. |
| File Type | For the Submittal File, must be '**R**'.<br><br>For the Error Correction File, must be '**E**'. For the ad hoc file, must be '**A**'. | Reject if neither '**R**', '**E**', nor '**A**'. |

Detail Records

| Data Element | Validation Criteria | Action |
|---|---|---|
| Student's SSN Student's Last Name Student's First Name Date of Student's Birth | Every field's contents must match the original field contents in the Enrollment Reporting roster file sent to the school. (Not applicable for new students being added to the file by the school.) | Reject if any field contents have changed compared to the Enrollment Reporting roster file transmitted to the school. |
| Anticipated Completion Date | Must be a valid date in CCYYMMDD format.<br><br>If the Enrollment Status Code equals 'G', this field must equal the Enrollment Status Effective Date.<br><br>If the Enrollment Status Code equals 'A', 'F', 'Q', 'H' or 'L', this date must be greater than the Certification Date. | Accept when all criteria are met. |

| Data Element | Validation Criteria | Action |
|---|---|---|
| Enrollment Status code | Must be one of the values in the Enrollment Status Codes table. | Accept if in the Enrollment Status Codes table; reject otherwise. |
| Enrollment Status Effective Date | Must be a valid date in CCYYMMDD format.<br><br>If the Code for Enrollment Status is 'D', this date is optional. If you know this date, you must provide it. | Accept when all criteria are met; reject otherwise. |
| Record Type | Bundle Incomplete. Indicates a required record is missing from a bundle. For example, there is no program-level enrollment record (record type '002') in a bundle, but the Enrollment record (record type '001') does not have its Program Indicator set to 'N'. | All records for the student are rejected for this error. |

Trailer Record

| Data Element | Validation Criteria | Action |
|---|---|---|
| Detail Record Count | Must equal total number of Detail records. | Accept only if the count is equal to the number of Detail records. |
| **\*Note**: Before returning the file, update the Detail Record Count field in the Trailer record. This number must match the total number of error records being returned. | | |

## Appendix F – State Codes

**State Codes** - this appendix provides the valid State Codes to be used in a Submittal File or for Enrollment Update on the NSLDS website.

| Code | State | Code | State |
| --- | --- | --- | --- |
| AA | Military Location Code | MX | Mexico |
| AB | Alberta, Canada | NB | New Brunswick, Canada |
| AE | Military Location Code | NC | North Carolina |
| AK | Alaska | ND | North Dakota |
| AL | Alabama | NE | Nebraska |
| AP | Military Location Code | NF | Newfoundland, Canada |
| AR | Arkansas | NH | New Hampshire |
| AS | American Samoa | NJ | New Jersey |
| AZ | Arizona | NL | Newfoundland and Labrador, Canada |
| BC | British Columbia, Canada | NM | New Mexico |
| CA | California | NR | Not Available |
| CN | Canada | NS | Nova Scotia, Canada |
| CO | Colorado | NT | Northwest Territories, Canada |
| CT | Connecticut | NU | Nunavut, Canada |
| CZ | Canal Zone | NV | Nevada |
| DC | District of Columbia | NY | New York |
| DE | Delaware | OH | Ohio |
| FC | Foreign Country | OK | Oklahoma |

| Code | State | Code | State |
|------|-------|------|-------|
| FL | Florida | ON | Ontario, Canada |
| FM | Federated States of Micronesia | OR | Oregon |
| GA | Georgia | PA | Pennsylvania |
| GU | Guam | PQ | Quebec, Canada |
| HI | Hawaii | PE | Prince Edward Island, Canada |
| IA | Iowa | PR | Puerto Rico |
| ID | Idaho | PW | Republic of Palau |
| IL | Illinois | QC | Quebec, Canada |
| IN | Indiana | RI | Rhode Island |
| IQ | Other U.S. Territory/Possession | SC | South Carolina |
| KS | Kansas | SD | South Dakota |
| KY | Kentucky | SK | Saskatchewan, Canada |
| LA | Louisiana | TN | Tennessee |
| MA | Massachusetts | TT | Trust Territories of the Pacific |
| MB | Manitoba, Canada | TX | Texas |
| MD | Maryland | UT | Utah |
| ME | Maine | VA | Virginia |
| MH | Marshall Islands | VI | Virgin Islands |
| MI | Michigan | VT | Vermont |
| MN | Minnesota | WA | Washington |

| Code | State | Code | State |
|------|-------|------|-------|
| MO | Missouri | WI | Wisconsin |
| MP | Northern Marianas Islands | WV | West Virginia |
| MS | Mississippi | WY | Wyoming |
| MT | Montana | YT | Yukon, Canada |

## Appendix G – Country Codes

**Country Codes** - this appendix provides the valid Country Codes to be used in a Submittal File or for Enrollment Update on the NSLDS website.

| Country Codes | | | |
|---|---|---|---|
| **Code** | **Country** | **Code** | **Country** |
| AX | Aaland Islands | BJ | Benin |
| AF | Afghanistan | BM | Bermuda |
| AL | Albania | BT | Bhutan |
| DZ | Algeria | BO | Bolivia |
| AD | Andorra | BQ | Bonaire, Sint Eustatius and Saba |
| AO | Angola | BA | Bosnia and Herzegovina |
| AI | Anguilla | BW | Botswana |
| AQ | Antarctica | BV | Bouvet Island |
| AG | Antigua and Barbuda | BR | Brazil |
| AR | Argentina | IO | British Indian Ocean Territory |
| AM | Armenia | VG | British Virgin Islands |
| AW | Aruba | BN | Brunei Darussalam |
| SH | Ascension | BG | Bulgaria (Republic) |
| AU | Australia | BF | Burkina Faso |
| AT | Austria | BI | Burundi |
| AZ | Azerbaijan | KH | Cambodia |
| BS | Bahamas | CM | Cameroon |
| BH | Bahrain | CA | Canada |
| BD | Bangladesh | CV | Cape Verde |
| BB | Barbados | KY | Cayman Islands |
| BY | Belarus | CF | Central African Republic |
| BE | Belgium | TD | Chad |
| BZ | Belize | CL | Chile |

| Country Codes | | | |
|---|---|---|---|
| **Code** | **Country** | **Code** | **Country** |
| CN | China (People's Republic) | ER | Eritrea |
| CX | Christmas Island | EE | Estonia |
| CC | Cocos Islands | ET | Ethiopia |
| CO | Colombia | FK | Falkland Islands (Malvinas) |
| KM | Comoros | FO | Faroe Islands |
| CG | Congo (Republic) | FJ | Fiji |
| CK | Cook Island | FI | Finland (including the Aland Islands) |
| CR | Costa Rica | FR | France |
| CI | Cote d'Ivoire (Republic) | GF | French Guiana |
| HR | Croatia | PF | French Polynesia (including Clipperton) |
| CU | Cuba | TF | French Southern and Antarctic Territories |
| CW | Curaçao | GA | Gabon |
| CY | Cyprus | GM | Gambia |
| CZ | Czech Republic | GE | Georgia |
| KP | Democratic People's Republic of Korea | DE | Germany |
| CD | Democratic Republic of the Congo | GH | Ghana |
| DK | Denmark | GI | Gibraltar |
| DJ | Djibouti | GB | Great Britain |
| DM | Dominica | GR | Greece |
| DO | Dominican Republic | GL | Greenland |
| TP | East Timor | GD | Grenada |
| EC | Ecuador | GP | Guadeloupe (incl. St Barthelemy ) |
| EG | Egypt | GU | Guam |
| SV | El Salvador | GT | Guatemala |
| GQ | Equatorial Guinea | GG | Guernsey |

| Country Codes | | | |
|---|---|---|---|
| **Code** | **Country** | **Code** | **Country** |
| GN | Guinea | KW | Kuwait |
| GW | Guinea-Bissau | KG | Kyrgyzstan |
| GY | Guyana | LA | Lao People's Democratic Republic |
| HT | Haiti | LV | Latvia |
| HM | Heard Island and McDonald Islands | LB | Lebanon |
| HN | Honduras (Republic) | LS | Lesotho |
| HK | Hong Kong, China (People's Republic) | LR | Liberia |
| HU | Hungary (Republic) | LY | Libyan Jamahiriya |
| IS | Iceland | LI | Liechtenstein |
| IN | India | LT | Lithuania |
| ID | Indonesia | LU | Luxembourg |
| IR | Iran (Islamic Republic) | MO | Macao, China (People's Republic) |
| IQ | Iraq | MG | Madagascar |
| IE | Ireland | MW | Malawi |
| IL | Israel | MY | Malaysia |
| IM | Isle of Man | MV | Maldives |
| IT | Italy | ML | Mali |
| JM | Jamaica | MT | Malta |
| JP | Japan | MH | Marshall Islands |
| JE | Jersey | MQ | Martinique |
| JO | Jordan | MR | Mauritania |
| KZ | Kazakhstan | MU | Mauritius |
| KE | Kenya | MX | Mexico |
| KI | Kiribati | FM | Micronesia (Federated States of) |
| KR | Korea (Republic) | MD | Moldova |

| | Country Codes | | |
|---|---|---|---|
| **Code** | **Country** | **Code** | **Country** |
| MC | Monaco | PG | Papua New Guinea |
| MN | Mongolia | PY | Paraguay |
| ME | Montenegro | PE | Peru |
| MS | Montserrat | PH | Philippines |
| MA | Morocco | PN | Pitcairn, Henderson, Ducie and Oeno |
| MZ | Mozambique | PL | Poland |
| MM | Myanmar | PT | Portugal |
| NA | Namibia | PR | Puerto Rico |
| NR | Nauru | QA | Qatar |
| NP | Nepal | RE | Reunion |
| AN | Netherlands Antilles | RO | Romania |
| NL | Netherlands | RU | Russian Federation |
| NC | New Caledonia | RW | Rwanda |
| NZ | New Zealand (including the Ross Dependency) | BL | Saint Barthélemy |
| NI | Nicaragua | KN | Saint Christopher (St Kitts) and Nevis |
| NE | Niger | LC | Saint Lucia |
| NG | Nigeria | MF | Saint Martin (French Part) |
| NU | Niue | VC | Saint Vincent and the Grenadines |
| NF | Norfolk Island | WS | Samoa |
| NO | Norway | AS | Samoa |
| OM | Oman | SM | San Marino |
| PK | Pakistan | ST | Sao Tome and Principe |
| PW | Palau | SA | Saudi Arabia |
| PS | Palestinian Territory, Occupied | RE | Scattered Islands |
| PA | Panama (Republic) | SN | Senegal |

| Country Codes | | | |
|---|---|---|---|
| **Code** | **Country** | **Code** | **Country** |
| RS | Serbia | TZ | Tanzania (United Republic) |
| YU | Serbia and Montenegro | YT | Territorial Community of Mayotte |
| SC | Seychelles | PM | Territorial Community of St Pierre |
| SL | Sierra Leone | TH | Thailand |
| SG | Singapore | MK | The former Yugoslav Rep of Macedonia |
| SX | Sint Maarten (Dutch Part) | TL | Timor |
| SK | Slovakia | TG | Togo |
| SI | Slovenia | TK | Tokelau |
| SB | Solomon Islands | TO | Tonga (including Niuafo'ou) |
| SO | Somalia | TT | Trinidad and Tobago |
| ZA | South Africa | SH | Tristan da Cunha |
| GS | South Georgia and the South | MP | Trust territory of the Pacific Islands |
| SS | South Sudan | TN | Tunisia |
| ES | Spain | TR | Turkey |
| LK | Sri Lanka | TM | Turkmenistan |
| SH | St Helena | TC | Turks and Caicos Islands |
| SD | Sudan | TV | Tuvalu |
| SR | Suriname | UG | Uganda |
| SJ | Svalbard and Jan Mayen | UA | Ukraine |
| SZ | Swaziland | AE | United Arab Emirates |
| SE | Sweden | UM | United States Minor Outlying Islands |
| CH | Switzerland | US | United States of America |
| SY | Syrian Arab Republic | UY | Uruguay |
| TW | Taiwan, Province of China | UZ | Uzbekistan |
| TJ | Tajikistan | VA | Vatican |

| Country Codes | | | |
|---|---|---|---|
| **Code** | **Country** | **Code** | **Country** |
| VU | Vanuatu | EH | Western Sahara |
| VE | Venezuela | YE | Yemen |
| VN | Viet Nam | ZM | Zambia |
| VI | Virgin Islands of the USA | ZW | Zimbabwe |
| WF | Wallis and Futuna Islands | | |